



WASHINGTON STATE MILITARY DEPARTMENT

Emergency Management Division

WASHINGTON STATE FIRE SERVICES RESOURCE MOBILIZATION PLAN

Developed in Partnership With:

Washington State Patrol, Fire Protection Bureau
Washington State Department of Natural Resources
Washington State Fire Protection Policy Board
Washington State Fire Defense Committee

REVISED MAY 1999

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INTRODUCTION

In 1992, in the wake of the Spokane "Firestorm" in October 1991, the Washington State Legislature directed the creation of a *Washington State Fire Services Resource Mobilization Plan*, hereinafter referred to as *Mobilization Plan*.

The State Fire Defense Board was formed with representatives from nine regions across the state to develop and recommend adoption of the plan by the state for inclusion in the state *Comprehensive Emergency Management Plan*. This plan is an appendix to ESF4 (Firefighting) of the *Comprehensive Emergency Management Plan*.

The first formal adoption and approval of this plan was completed in July 1994, only a few days before the major mobilization to Chelan County for the Tyee/Leavenworth Fire Complexes. The adopted plan proved effective in meeting the operational and financial demands of Chelan mobilization. At the same time, however, the Chelan mobilization brought to light numerous deficiencies in the plan. These were identified by the State Fire Defense Board and revisions were made to the plan in 1995. The experience of subsequent mobilizations has resulted in further refinements incorporated in this 1999 edition.

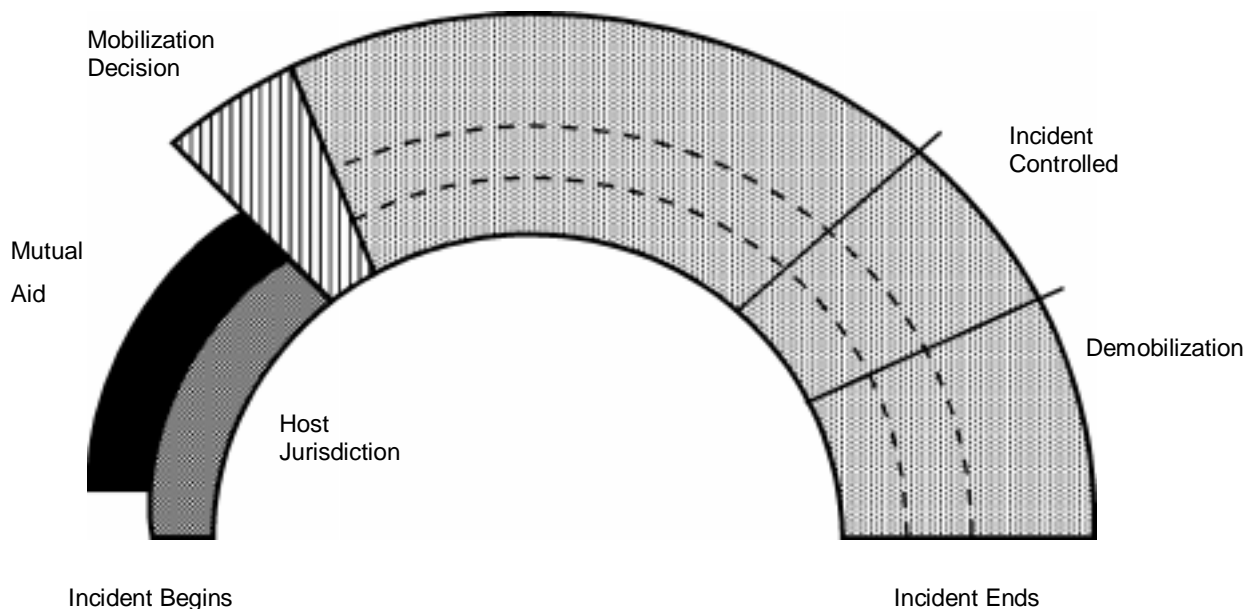
The Emergency Management Division, State Military Department, will use the plan as the basis for state mobilization of fire resources in Washington State in response to major fires or other disasters. The Adjutant General has the authority to mobilize fire service resources for disastrous fires or other disasters of unprecedented size and destructiveness in accordance with Chapter 38.54 RCW, and as such, any references to the "all risk" implementation of this plan are intended to follow the legislative intent as stated in the RCW.

This *Mobilization Plan* was created for two purposes:

- To describe the regional and state organizations, the resources, and the process for mobilization of firefighting resources in Washington State in response to a fire or other disaster which overwhelms local and mutual aid resources. This plan should also be used to mobilize fill-in resources to support communities which have expended their resources at emergency scenes.
- To provide an educational tool for all fire service and other emergency response personnel to familiarize them with the state and regional mobilization system. This plan is being distributed to all fire chiefs, fire agencies, county sheriffs, police departments, and local emergency management agencies.

EMERGENCY INCIDENT PROGRESSION

The chart below is a graphic representation of the significant resource providers to a fire incident or other major emergency incident which could involve regional, state, and federal resources. Time is reflected from the point of incident beginning until the incident ends.



Fire Resource Mobilization
Stages and Responsibility

The arch portrays the progression of an incident. At the outset, the incident jurisdiction responds utilizing local resources. That jurisdiction will remain involved in the event through its duration, whether the event is large or small. If the event is within the resource capabilities of the local jurisdiction, it will be handled by that jurisdiction. This local jurisdiction responsibility is shown by the small gray band. If the event escalates, those local assets will be augmented by mutual aid resources.

The black band on the left side of the arch represents the mutual aid resources which may be called upon by a jurisdiction according to its prearranged mutual aid network. Mutual aid resources respond to the incident without compensation, on a voluntary basis, when the incident jurisdiction requests them and may be terminated at any time by the fire chief of the jurisdiction which provides the mutual aid. Mutual aid resources are not automatically requested after the passage of a certain amount of time or the expenditure of specific resources. Mutual aid is invoked when the incident jurisdiction realizes that it cannot contain or control the incident using its own resources. In most situations, mutual aid resources, when combined with the other local assets, can achieve incident stabilization and control. If the event overwhelms all available local and mutual aid resources, state mobilization of additional fire resources is warranted.

EMERGENCY INCIDENT PROGRESSION

The larger gray band represents the mobilization of fire resources by the state according to the *Mobilization Plan*. This will occur when the Incident Commander determines that both local and mutual aid resources are overwhelmed by the incident and events and a request for state mobilization is made. Once again, this action is not fixed by the occurrence of some specific event or the passage of time. This period of mobilization need, request, and decision is reflected by the cross-hatched section of the chart. A mobilization request is a judgment decision supported by an assessment of the event at the scene which prompts the Incident Commander to conclude that the resources present/available will not be able to stabilize and control it.

Once mobilization occurs, all local and mutual aid resources become state mobilized resources. Additional available resources from beyond the local mutual aid network will be summoned in response according to this state *Mobilization Plan*.

FUTURE AMENDMENTS

The development of mobilization and reimbursement procedures for efficient movement and equitable reimbursement of firefighting resources statewide is a dynamic process. Additional lessons gained from the experience of actual mobilization of fire resources to major emergency incidents of all types will prompt future revisions and refinements to this plan.

***If there are any questions or suggestions
regarding this plan, please address them to any
State Fire Defense Committee member.***

**PURPOSE
REQUIREMENTS
AND
AUTHORITY**

PURPOSE, REQUIREMENTS, AND AUTHORITY

Purpose

The purpose of the *Mobilization Plan* is to provide a process to quickly notify, assemble, and deploy fire service personnel and equipment to any local jurisdiction in the state that has expended all local and mutual aid resources in attempting to control an emergency incident.

This plan will only be utilized in response to an emergency or disaster situation that has exceeded the capabilities of available local resources, including those available through existing agreements (e.g., mutual aid). Incident Commanders should note that units responding under a mobilization have a maximum of two hours to assemble at the local agency and then will proceed to the regional assembly point or receiving jurisdiction.

Mutual Aid Requirements

This plan provides for mobilization when:

- *All local and mutual aid resources have been depleted.*

— OR —

- *In addition to local resources, the deployment of additional resources, as determined by the (approved) Region Fire Defense Plan, is required.*

Mobilization is not a replacement for mutual aid.

The provisions within this plan provide for mobilization when mutual aid resources are inadequate or over-extended.

Mutual aid agreements provide for rapid assistance from neighboring fire jurisdictions to meet the immediate need requirements of an emergency situation demanding resources beyond those available from the local jurisdiction. The key elements of mutual aid—quick response from closest resources—cannot be provided by mobilization.

Rapid intervention by mutual aid resources can secure control over an emergency incident which may otherwise continue to escalate. Mutual aid is an essential element of local fire protection.

- All local fire protection authorities should join in county-wide mutual aid agreements.
- Regional mutual aid agreements are encouraged.
- At a minimum, mutual aid agreements should encompass all adjacent fire jurisdictions, including those in other counties, regions, or states as applicable.

Extensive and deep mutual aid networks between local fire protection authorities provide optimal emergency incident response and control potential, thereby maximizing community fire protection. The parameters for an authorization of state fire resource mobilization provide for the recognition of emergency situations which place excessive demands on mutual aid. It is the intent of those parameters that mutual aid be extended and strengthened insofar as possible.

PURPOSE, REQUIREMENTS, AND AUTHORITY

Declaration of State Mobilization

Authorization of state fire resources mobilization may be requested when one of the following occurs:

- All local and mutual aid resources have been expended in attempting to stabilize and control an emergency incident presenting a clear and present danger to life and property.
- A non-stabilized incident or simultaneous incidents presenting a clear and present danger to life and property, and requiring, in addition to local resources and mutual aid, the deployment of additional resources as established by the Region Fire Defense Plan approved by the State Fire Defense Committee.

Region Fire Defense Plans shall provide for incident and resource situation and status tracking to ensure that the region resource coordinator is aware of the development of any of the above situations.

Support and Command of Mobilized Resources

All incidents for which fire resources mobilization is requested and authorized must be managed and operated using the NIIMS Incident Command System.

MOBILIZATION SUPPORT

Rapidly escalating incidents impose excessive demands on available personnel and may be assumed to exceed the capacity of the local jurisdiction(s) to provide overhead support to mobilized resources.

Mobilization Support Teams

The following overhead support shall be provided for mobilization:

- Two (2) to four (4) Strike Teams/Task Forces Mobilized (10-20+ resources):

Mini-Team:	Division Supervisor
	Staging Manager
	Time Unit Leader
- Five (5) to nine (9) Strike Teams / Task Forces Mobilized (25-45+ resources):

Additional:	Division Supervisor
	Staging Manager
- Each additional five (5) Strike Teams/Task Forces:

Additional:	Division Supervisor
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Region plans are to include established lists of these resources which may be drawn upon in the event of mobilization.

PURPOSE, REQUIREMENTS, AND AUTHORITY

COMMAND/CONTROL OBJECTIVE

Establish a person responsible for overall control and command of mobilized resources.

AUTHORITY OF STATE FIRE MARSHAL

It is the responsibility of the Adjutant General to mobilize jurisdictions under the Washington state fire services mobilization plan. The Director of Fire Protection shall serve as the state fire resources coordinator when the Washington state fire services mobilization plan is mobilized. (RCW 38.54.030)

Under the authority and to effect the implementation of this statute, the State Fire Marshal shall appoint a Mobilization Incident Commander (MIC) for any authorized mobilization of fire resources under the plan.

Additionally, the State Fire Marshal shall provide staff to coordinate the acquisition and disposition of resources and shall provide field coordination staff to the MIC.

The MIC shall be selected from an established list of individuals prepared by the State Fire Defense Committee, and the appointment shall be made as soon as practicable.

MOBILIZATION OVERHEAD TEAM

Once assigned, and after a briefing (incident status and potential, resource status and requirements, incident management), the MIC shall activate a Mobilization Overhead Team, as deemed necessary. The Mobilization Overhead Team may include the following positions:

Command Staff:	Incident Information Officer
	Safety Officer
General Staff:	Operations Section Chief
	Planning Section Chief
	Resource Unit Leader
	Logistics Section Chief
	Finance Section Chief
	Time Unit Leader

Additional incident management team positions may be filled if, in the judgement of the MIC, the incident requires them.

PURPOSE, REQUIREMENTS, AND AUTHORITY

MOBILIZATION INCIDENT COMMAND

A mobilized incident may be under the command of:

- Unified command (local IC with other jurisdictions).
- Local/region incident management team.*
- Mobilization IC/Overhead Team.*

**Delegation of Authority* required to transfer command (see below).

The MIC does not automatically become the Incident Commander, but *may be requested* to assume that role by the local (host) jurisdiction.

If the incident remains under the local IC (in unified command) or a local/region command team, the MIC and Overhead Team will coordinate with the IC or unified command structure for the incident and work in support of the mobilization.

By statutory provision:

Upon implementation of state fire mobilization, the host district resources shall become state fire mobilization resources consistent with the fire mobilization plan. (RCW 38.54.020[4])

A paramount responsibility of the MIC is to ensure that mobilized resources are matched to incident requirements (see below) (i.e., that mobilized resources are deployed and utilized in keeping with their training, experience, and abilities under the direction of qualified command, thereby ensuring effective and safe operations. The MIC has authority to assign, reassign, and demobilize resources in keeping with this mandate.

In the event that the MIC is not from the host jurisdiction, the MIC will work in cooperation with the authorities of the local jurisdiction(s) to ensure that local policy, as established by the local agency administrator(s), and priorities for control are complied with insofar as possible.

PURPOSE, REQUIREMENTS, AND AUTHORITY

TRANSFER OF INCIDENT COMMAND TO THE MOBILIZATION INCIDENT COMMANDER

The local (host) IC may wish to transfer command of the incident to the MIC for a variety of reasons. Examples may include:

- Insufficient experience and qualifications for major incident management.
- Multiple incidents within the jurisdiction.
- Other demands precluding sole concentration on the mobilized incident.

This requires a "*Delegation of Authority*" from the local jurisdiction administrator to the MIC.

Delegation of Authority

The *Delegation of Authority* is a written transfer of authority vesting the MIC with control and management of the incident. Delegation (from agency administrator/unified agency administrator group) of full responsibility and authority for incident management is described under certain terms and conditions (see **Appendix E.1** for model Delegation of Authority form).

ROLE AND RESPONSIBILITY OF THE MOBILIZATION INCIDENT COMMANDER

- Fills Mobilization Overhead Team.
- Joins unified incident/area command as IC for all mobilized resources.
- May assume overall incident command responsibility and authority under a *Delegation of Authority*, in which event the MIC:
 - Works in cooperation with authorities of the local jurisdiction(s).
 - Establishes incident/area priorities and objectives.
 - Determines strategies.
- Provides coordination and communication between local jurisdiction(s) and incident.
- Ensures that mobilized resources are matched to incident requirements.
- Orders, assigns, and demobilizes mobilized resources as necessary to support incident objectives.
- Procures logistical support, as required, to sustain mobilized resources.
- Coordinates and supports Area Command Authority if established. In this event, another MIC must be activated to take that position within Area Command.
- Provides incident information to the state Emergency Operations Center (EOC) and the State Fire Marshal through established communications channels.
- Collaborates with the State Fire Resources Coordinator on critical issues concerning fire resources.
- Interfaces with multi-agency command at an incident.

PURPOSE, REQUIREMENTS, AND AUTHORITY

- Provides after-action report input to the State Emergency Management Division (EMD), Plans Section (Fire Mobilization).
 - At a minimum, input should include the following:
 - Mission number/name of incident
 - Person/agency reporting
 - Summary of what worked well
 - Summary of what needs improving

Authority

The *Mobilization Plan* is developed in support of RCW 38.54, the State Fire Services Mobilization Act.

In implementing this act, consistency will be sought with:

- RCW 76.04, which governs the Department of Natural Resources; and
- RCW 43.43 and 38.52, which govern fire protection services and emergency management; and
- RCW 52, governing fire districts; and
- RCW 35, governing cities and towns.

MOBILIZATION PROCEDURE

MOBILIZATION PROCEDURE

The Mobilization Procedure is as follows (*refer to Mobilization Flow Chart p13*):

LOCAL INCIDENT COMMANDER

- Upon determining that:
 - All available local and mutual aid resources have been used; and
 - Available resources are inadequate to achieve incident stabilization and control and additional fire resources are required, then the local Incident Commander shall determine:
 - Specific numbers and types of fire resources required.
 - Functional assignment intended for mobilized resources.
 - Assembly point and contact for mobilized resources.
 - Radio frequency assignment for incoming mobilized resources.
- Convey all of the above information, together with a situation status report, to the Regional Fire Resource Coordinator in accordance with the procedures established in the Regional Plan (utilize **Appendix C.1**).

LOCAL DISPATCH CENTER

- If requested by the local jurisdiction fire chief (either directly or through the sheriff or county emergency management official), contact the regional fire dispatch/resource coordinator and request the necessary resources.
- Provide:
 - Name of Incident Commander;
 - Current description of the situation;
 - Detail of local and mutual aid resources involved;
 - Confirmation that local mutual aid resources are expended or depleted;
 - Specific description of additional resource needs (number and type);
 - Intended functional assignment of mobilized resources;
 - Location of the local mobilization point (assembly area);
 - Name of the contact person for incident check-in; and
 - Radio frequency assignment for incoming mobilized resources.

Use the Mobilization Request Checklist (see **Appendix C.1**) to gather information.

MOBILIZATION PROCEDURE

HOST REGION - FIRE RESOURCE COORDINATOR (REGIONS RECEIVING OR REQUESTING RESOURCES)

- Contact the State Emergency Management Division – Emergency Operations Center at (800) 258-5990.
 - Relay the local jurisdiction information; and
 - Request the needed resources according to this plan.
- Record the responding resources information provided by the State Emergency Management Division – Emergency Operations Center, including:
 - Assigned mission number.
 - Resource request numbers.
- Order non-mutual aid, in-region fire resources as available to fill resource requests, utilizing and assigning pre-authorized order numbers, after state fire mobilization is authorized.
 - Report resources ordered and numbers assigned to the Washington State Patrol/Fire Protection Bureau at the EOC, as soon as practical.
- Convey mobilized resources information and status to the IC via the local dispatch center.

WASHINGTON STATE MILITARY DEPARTMENT, EMERGENCY MANAGEMENT DIVISION – EMERGENCY OPERATIONS CENTER

- Receive the mobilization request with required supporting information (using **Appendix C.1**) from the Region Fire Resources Coordinator.
- Make a determination to authorize mobilization.
- Assign a mission number to the emergency event.
- Notify:
 - Washington State Patrol/Fire Protection Bureau.
 - Department of Natural Resources/Resource Protection Division.
- Activate the state EOC, as appropriate.
- Notify other state agencies as necessary.

WASHINGTON STATE PATROL/FIRE PROTECTION BUREAU

- Confirm with the affected Region Fire Resource Coordinator that mobilization has been declared.
- Notify designated (duty scheduled) MIC of incident. Provide MIC with incident information and contact number.
- Notify designated deputy state fire marshal to respond to incident.

MOBILIZATION PROCEDURE

- Notify the affected regional fire resource coordinator that a mobilization has been declared.
- Ensure state fire resource coordination, tracking, incident timekeeping, verification, and related fire resource allocation activities.
- Obtain/confirm current commitment of region fire resources to the incident.
- Access a commitment of resources from nearest non-affected regions.
 - The principle of "closest resources" should be adhered to insofar as possible.
- Assign request numbers to resources being mobilized.
 - Responding agencies will be provided with both (1) mission number and (2) request numbers.
- Direct resources to incident mobilization assembly areas as designated by the requesting Region Fire Dispatch Center or Regional Fire Resources Coordinator.
- Notify the requesting Region Fire Dispatch Center or Region Fire Resources Coordinator of the resources ordered and responding.

RESPONDING REGION - FIRE RESOURCE COORDINATOR (REGION PROVIDING RESOURCES)

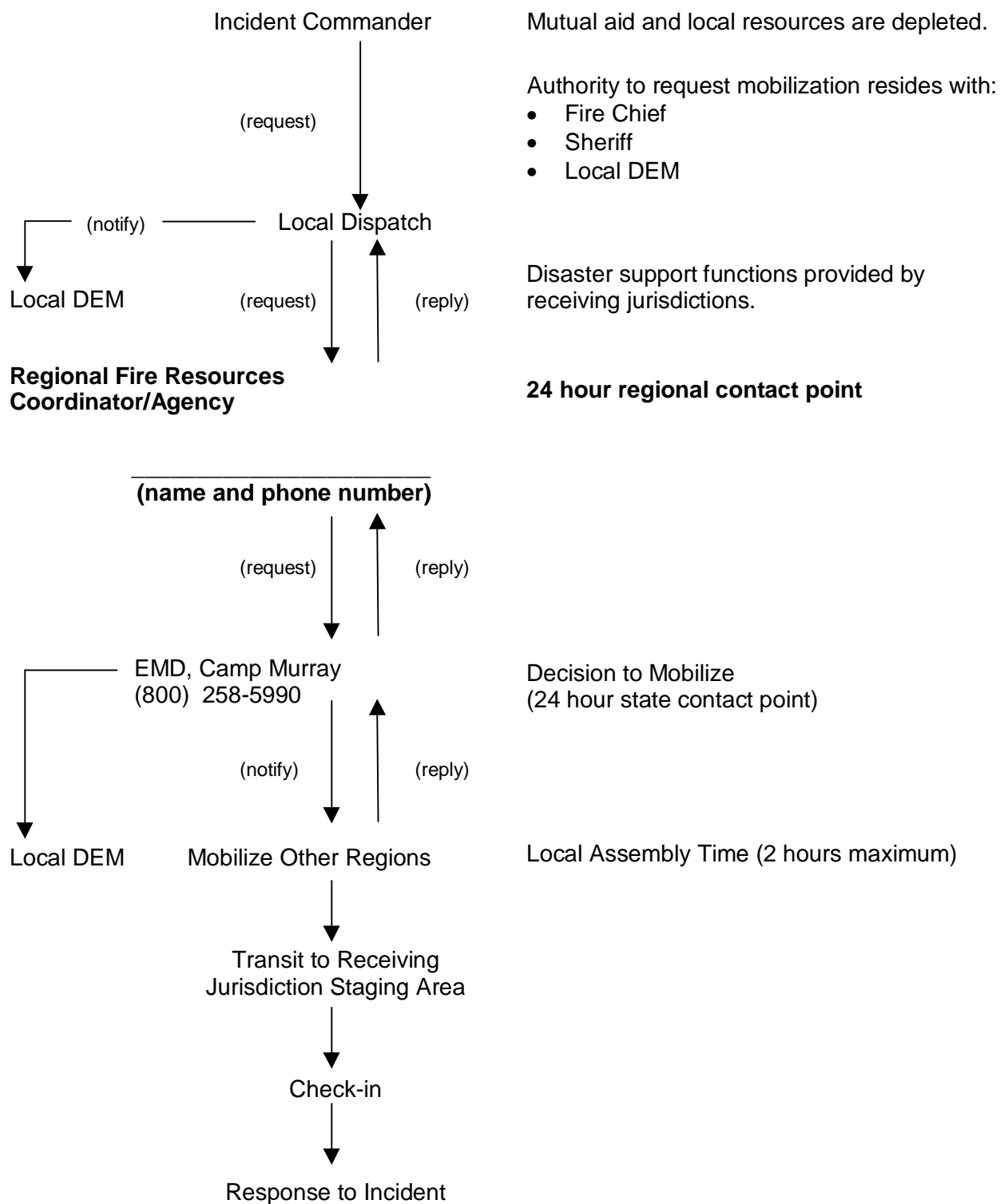
- Utilize Region Fire Defense Plans and Region Fire Resource Lists to meet resource requests.
- Confirm to the Washington State Patrol/Fire Protection Bureau within one (1) hour that resources request order will be filled.
- Provide responding resources with the assigned mission number and request numbers.
 - **To be eligible for cost reimbursement, a responding jurisdiction must obtain both mission and request numbers prior to responding.**

RESPONDING REGION - RESOURCES

- Assemble and depart from home jurisdiction for region assembly or incident within two (2) hours.
- Team Leader: Complete Mobilization Manifest form (MOBE 5) prior to departure from final assembly point to the incident. Two copies of this multi-part form will be used for incident check-in.
- Travel to the incident assembly area, check in, and receive incident assignment.

MOBILIZATION PROCEDURE

Mobilization Flow Chart



ROLES AND RESPONSIBILITIES

ROLES AND RESPONSIBILITIES

Local Jurisdiction Receiving Mobilization

PREREQUISITE

See **Declaration of State Mobilization**, page 5.

REQUEST RESOURCES

Request in accordance with the *Mobilization Plan*.

See pages 10-13 for Mobilization procedure.

COMMUNICATIONS

Information on incident communications frequencies should be disseminated as soon as possible by the Communications Unit and the Incident Commander. Information of this type, provided (preferably by fax) to Region Fire Resource Coordinator(s) at the time of mobilization requests, will clarify the communications assignments. It may also allow radios to be preprogrammed to the correct frequencies during the mobilization assembly period.

RESOURCE SUPPORT

Provide necessary and appropriate support for incoming mobilized resources.

Operations support: Mobilization assembly points with check-in
Staging
Resource tracking
Communications coordination
Guides, maps, etc., as required

Logistics support: Food, shelter, fuel, and other support services

Emergency Public Information

Use local department of emergency management, State Emergency Management Division, and Department of Natural Resources to assist with support requirements.

Request, if necessary, that the State Emergency Management Division provide a team to assist in managing the administrative procedures of reimbursement.

GROUND SUPPORT UNIT

A Ground Support Unit shall be established for the support of mobilized resources.

The Ground Support Unit Leader shall coordinate and provide for the inspection of all mobilized apparatus, to be scheduled for the first non-working period so as not to delay resource deployment (utilize **Appendix E.5**).

Decommissioned units are out of service. They are not eligible for any incident assignments or mobilization payments until repaired and accepted by the Ground Support Unit.

A decommission order by the Ground Support Unit may not be overruled except by direct action of the Incident Commander.

ROLES AND RESPONSIBILITIES

Local Jurisdiction Receiving Mobilization

RESOURCE TRACKING SYSTEM

The local jurisdiction will maintain a tracking system for local and mutual aid resources. This information will be provided to the Washington State Patrol/Fire Protection Bureau personnel as soon as possible after the authorization of mobilization so that request numbers can be assigned.

AFTER-ACTION REPORT

Provide after-action report input.

ROLES AND RESPONSIBILITIES

Local Jurisdiction Providing Resources

PREPARATION

Maintain:

- List of available resources (utilize **Appendix C.2**).
- Reference copy of the *Mobilization Plan*.
- Contact procedures with Region Fire Resource Coordinator.
- Decision mechanism to send resources.

UNITS MOBILIZED

Mobilize reliable and serviceable units. **Units found to be unreliable and/or unsafe may be decommissioned by the Ground Support Unit at any time. Decommissioned units are not eligible for any payments until returned to service by the Ground Support Unit.**

Refer to **Appendix F.10** for the Vehicle Equipment Inspection Checklist.

MOBILIZATION ASSEMBLY

Adhere to **local agency** mobilization assembly time commitment of 2 hours maximum. Personnel and equipment must be prepared for a minimum 72-hour deployment.

Refer to **Appendix D.2** for Recommended Mobilization Travel Kit.

COMMUNICATIONS

Communications links are vital and must be ensured (utilize **Appendix E.4**).

- All units of a strike team/task force must have common communications.
- Strike Team/Task Force Leader must have a specified communications link with the Division Supervisor: REDNET (153.830 MHz).

Strike teams/task forces must have intra-team communications other than REDNET or OSCCR (156.135 MHz). REDNET will be utilized as command link frequencies within Divisions and between Divisions and Operations. OSCCR may be used for on-scene communications as needed and directed by the Incident Commander.

AFTER-ACTION REPORT

Provide after-action report input.

ROLES AND RESPONSIBILITIES

Fire Defense Region

PREPARATION

- Know local jurisdiction roles and responsibilities.
- Know how to access Washington State EMD and be able to relay the necessary incident information for mobilization (using **Appendix C.1**).
- Develop and maintain an approved (by Washington State Fire Defense Committee) Region Fire Defense Plan. Region plan must:
 - Meet the basic requirements for a Region Fire Defense Plan as prescribed by the Washington State Fire Defense Committee.
 - Be compatible with the local mutual aid nets and other interagency or interlocal agreements for fire resource response.
 - Provide a communications plan for utilization within the region, compatible with the state communications plan to ensure communications in the event of an in-region mobilization.

REGIONAL FIRE RESOURCES COORDINATOR

- Maintains current Region Resources Lists (utilize **Appendix C.2**) using defined terms (e.g., strike teams, task forces) at all times.
- Provides current resource lists to Washington State Patrol/Fire Protection Bureau.
- Secures from Washington State Patrol/Fire Protection Bureau request numbers to be assigned to non-mutual aid in-region resources upon receiving mobilization authorization from EMD.
- Utilizes Region Fire Defense Plan and region fire resource list to meet resource requests.
- Provides *Mobilization Plan* overviews and training within their region.
- Confirms to the Washington State Patrol/Fire Protection Bureau that the region will fill a request within one hour.

24-HOUR CONTACT POINT

- May be a communications center or a person with designated alternate(s) to ensure continuity.
- Receives requests from local jurisdictions for resources.
- Is an information resource for state EMD to use during implementation of this plan.

ROLES AND RESPONSIBILITIES

Fire Defense Region

RESOURCE ORDERING AND TRACKING

- **Non-Mobilization Requests From Outside Agencies**

Multiple jurisdictions can be involved in normal day-to-day (non-mobilization) ordering of fire service resources. Resource requests which are placed independently are unaccounted for centrally and compromise region and state fire resource mobilization response plans.

Each region must designate or establish a **Region (24-Hour) Dispatch Center** through which fire service resources within the region are to be ordered by other (non-local) agencies (e.g., EMD, DNR, USFS, BIA, BLM). The DNR will coordinate orders from out-of-state and federal agencies and utilize the designated Region Dispatch Center for ordering fire service resources.

Local dispatch centers must not accept resource requests placed directly by outside agencies.

The resource lists and contacts developed and used by outside agencies will be provided by them to the Region Dispatch Center.

- **Inability to Fill Resource Requests**

Resource requests placed with a Region Dispatch Center which, for any reason, cannot be filled are to be returned to the source of the order.

Regional Dispatch Centers are not to shop for resources outside of their region.

- **Incident Resource Tracking**

Resource tracking must start at the beginning of an incident. Resources dispatched to incident(s) by a local dispatch center as initial attack, secondary response, or mutual aid must be tracked.

Region Fire Defense Plans must establish the points at which local dispatch centers report fire resource commitments to the Region Dispatch Center.

- **Outside Agency and Mobilization Resource Requests**

When fire service resources are ordered by a Region Dispatch Center in response to resource requests placed either ***by an outside agency*** or ***for state mobilization***, the Region Dispatch Center shall clearly state the origin of the order request.

Resources ordered by an outside agency (e.g., DNR or USFS) may not "switch" to state mobilization status if the incident later requires state mobilized resources.

ROLES AND RESPONSIBILITIES

Fire Defense Region

MOBILIZATION INCIDENT RESPONSE

- Receive resource requests from the local jurisdiction.
- Confirm status of local and mutual aid resources (what is already used).
- Obtain required information (utilizing **Appendix C.1**) to describe situation to the state EOC Duty Officer.
- Obtain mobilization authority and mission number from the state EOC.
- Mobilize requested non-mutual aid in-region resources as available. Assign issued request numbers to mobilized in-region resources.
- Advise local jurisdiction of the state EMD action in response to request for mobilization.
- Send planned resources within region after state fire mobilization is authorized.
- Provide after-action report input.

LOCAL/REGION INCIDENT MANAGEMENT TEAM

The development of local/region incident management teams and provision for their activation as part of the region plans is strongly recommended. Early establishment of incident management teams will ensure enhanced incident control and management, and smoother integration of mobilized resources into the incident.

ROLES AND RESPONSIBILITIES

WAMD Emergency Management Division

WSP Fire Protection Bureau

And

Department of Natural Resources

All state agencies will coordinate activities with other involved agencies to prevent duplication and reduce costs. Because of the complexity of state fire mobilization, cooperation must be an integral part of all agency procedures.

MILITARY DEPARTMENT, EMERGENCY MANAGEMENT DIVISION

- **Preparation**
 - Maintain 24-hour contact availability through the State EMD duty officer.
 - Develop and maintain standard operating guidelines to implement Department roles and responsibilities.
 - Maintain and operate the state EOC for use by all state coordinating agencies.
 - Review and approve the *Mobilization Plan*.
- **Mobilization**
 - Receive notice of incident and resource requests from Regional Fire Resources Coordinator.
 - Provide required information to the Adjutant General for a decision to authorize mobilization.
 - Activate the State EOC and advise the Washington State Patrol/Fire Protection Bureau and other state agencies (as necessary) of the incident.
 - Assign incident mission number.
 - Assist local jurisdictions with appropriate support functions (e.g., food, shelter, fuel, communications, emergency public information, and personnel) as needed and requested.
 - Receive and pay mobilization reimbursement claims.
 - Prepare and coordinate an after-action report of all mobilization efforts.

ROLES AND RESPONSIBILITIES
WAMD Emergency Management Division
WSP Fire Protection Bureau
And
Department of Natural Resources

WASHINGTON STATE PATROL/FIRE PROTECTION BUREAU

- **Preparation**
 - Develop and maintain standard operating guidelines to implement Bureau roles and responsibilities.
 - Issue request numbers to Region Fire Resource Coordinators to be used for assignment to non-mutual aid in-region resources which may be ordered only upon receiving mobilization authorization from EMD.
 - Maintain a resource order and tracking system that is compatible with the system in use by wildland firefighting agencies.
- **Mobilization - Emergency Operations/Resource Coordination**
 - Provide state coordination and state fire resource mobilization activities at the state EOC.
 - Access and order fire service resources from non-affected regions as provided for by the *Mobilization Plan* as requested by the host Regional Fire Resource Coordinators to local jurisdictions.
 - Assign request numbers for all mobilized resources.
 - Support affected local jurisdictions in tracking incident costs and completing administrative paperwork.
 - Participate in preparation of the after-action report.
 - Collect, maintain, and archive the original documentation package after demobilization. Distribute copy of the documentation package to the host jurisdiction and the MIC.
- **Mobilization - Field Operations**
 - Assist in support and preparation for incoming mobilized fire resources.
 - Coordinate with Region Coordinator in assessment of current and projected commitment of mobilized fire resources to the incident.
 - Advise Mobilization Incident Commander (MIC) of any special needs or requirements of the State Fire Marshal.
 - Confirm and clarify single point ordering process.
 - As requested by the MIC, assist in the preparation of the first incident action plan.
 - Coordinate communications between the MIC, state EOC, and the State Fire Marshal.

ROLES AND RESPONSIBILITIES
WAMD Emergency Management Division
WSP Fire Protection Bureau
And
Department of Natural Resources

- Ensure that resources are tracked at the incident, as required.
- Verify the accuracy of resource documentation.
- Coordinate with local authorities as necessary to determine origin and cause of the fire.

DEPARTMENT OF NATURAL RESOURCES

- **Preparation**
 - Fulfill legal responsibilities for forest fire suppression.
 - Coordinate orders for local fire jurisdiction resources from state, out-of-state, and federal agencies.
- **Mobilization**
 - Provide resources, including air attack, logistical support, equipment and personnel, as available.
 - Participate in preparation of the after-action report.

REIMBURSEMENT OF COSTS

REIMBURSEMENT OF COSTS

In accordance with the *Mobilization Plan*, the Washington Military Department, Emergency Management Division, will reimburse fire agencies for the eligible costs incurred while mobilized for a major emergency incident. In the event that a mobilization incident later qualifies as a Presidential or other federally reimbursable disaster, the reimbursement policy will not change with regard to the local jurisdiction participants. Local jurisdictions will be fully reimbursed for their eligible mobilization expenses.

The number and type of apparatus and personnel mobilized and tasked to a major emergency incident will be reasonable and necessary as determined by the Incident Commander, will be mobilized according to this plan, and will be subject to the later review of the Washington Military Department.

Fire agency costs, including paid personnel and apparatus, will be reimbursed as provided below. Fire agency volunteer personnel mobilized for an incident will be hired by the Washington Military Department as temporary employees and will be paid as provided below.

AUTHORITY FOR PAYMENT

The *Mobilization Plan* and the enabling law, Chapter 38.54 RCW, provide for reimbursement of costs to "fire jurisdictions" only. The logistical support of mobilized resources is an inherent requirement of mobilization and its procurement is deemed to be within and essential to mobilization. The costs of necessary logistical support are therefore reimbursable as a mobilization cost.

The Mobilization Incident Commander has the authority to and shall procure the logistical support required to sustain the resources mobilized.

For the efficient and expeditious acquisition of required resources of any kind, the MIC or Finance Section Chief may authorize *direct vendor contracts*. This process minimizes the potential for error or delay in obtaining critical resources or paying costs.

A request number is required for all resources. The Washington State Patrol/Fire Protection Bureau will issue all request numbers.

INCIDENT TIME

An emergency incident requiring the implementation of the *Mobilization Plan* for resource procurement, incident management, stabilization, and control may escalate to that point virtually instantly or over a period of time.

Incident time for which costs will be paid begins at the time of mobilization authorization. It ends with the end of the incident assignment for non-local, mobilized fire resources and with the declared end of the mobilization, as determined by the MIC for local fire resources.

DEMOBILIZATION

Demobilization is the responsibility of the MIC and will be exercised in a reasonable and prudent manner consistent with personnel safety and incident stabilization. Demobilization will be determined in consultation with the unified or area command. Utilize **Appendix E.6**.

REIMBURSEMENT OF COSTS

CLAIMS

Claims for the reimbursement of costs as provided by this plan shall be made using the EMD/WSP forms provided (see **Appendix G**).

Fire resource mobilization costs are paid to responding fire protection authorities by the Emergency Management Division of the Washington State Military Department. EMD then requests recovery of expenses through appropriation and/or federal disaster funding. Timeliness is important for this process to function.

Claims must be submitted to the Washington State Patrol/Fire Protection Bureau within sixty (60) days of the end of the mobilization.

Exceptions may be allowed only with notice to, and approval from, the EMD.

Responsibilities

LOCAL FIRE CHIEF

The fire chief of a local fire protection authority providing resources to a state fire mobilization will keep accurate records of resources and costs, including:

- Apparatus, vehicles, and equipment: Types and rates.
- Responding personnel (both career and volunteer) and assigned positions.
- Required replacement and support personnel: Positions, persons replaced, and times.
- Time(s) of dispatch/response.
- Career personnel compensation (TCC) rates: Regular time and overtime.
- Other expenses incurred directly for mobilization.
- Copies of the ICS 212 Check-In and Mobilization Manifest forms completed prior to resource departure.

Upon the return of mobilized resources to the home agency, the fire chief will:

- Confirm and verify personnel and equipment time reports from the incident (utilize Unit Logs).
- Prepare, verify, and certify all compensation, payment, and reimbursement claims for all personnel (both career and volunteer), apparatus, and related mobilization expenses. Use incident documentation and agency records to support all claims.
- Submit the completed claims package to the Washington State Patrol/Fire Protection Bureau.

All claims must be submitted within (60) days of the mobilization.

REIMBURSEMENT OF COSTS

MOBILIZED RESOURCES

Prior to Departure from Home Jurisdiction

- Complete: ICS 211 Check-In Form
 - Mobilization Manifest (MOBE 5)
 - Personnel Time Report (MOBE 1) (top section) for each mobilized person.
 - Equipment Report (MOBE 6) (top section).

Leave a copy of each form at the home jurisdiction.

- Ensure that apparatus meets the condition standards required by ICS 212.

Unit Log: ICS 214

Unit Log is to be maintained by each mobilized resource. Begin the Unit Log immediately. Record all assignments, incidents, activities, and times in detail. This record will be used to verify incident activities and times for financial claims. Copies of completed Unit Logs are required at demobilization and by the home jurisdiction upon return.

At Incident

- Provide completed forms to incident Time Unit at check-in.
- Complete *Crew Time Report and Emergency Equipment Shift Ticket* daily and turn copies in to the incident Time Unit daily.
- Maintain a detailed record of all assignments, incidents, activities, and times in the Unit Log.

At Demobilization

- Complete ICS 221 (Demobilization Checkout) as instructed by Demobilization Unit.
- Ensure that apparatus meets the condition standards required by ICS 212.
- Verify and sign all Personnel Time Reports and Equipment Reports. Take a copy of each completed report form back to home jurisdiction.
- Provide copies of completed Unit Logs to the Demobilization Unit.

Upon Return to Home Jurisdiction

- Record final entries in Unit Log (return trip details and time of arrival).
- Submit all copies of incident records, time reports, ICS forms, and Unit Logs to the home jurisdiction fire chief for incident documentation and preparation of claims.

REIMBURSEMENT OF COSTS

FINANCE SECTION AT INCIDENT

- Maintain complete time records for all mobilized resources.
- Prepare, authorize, and maintain all vendor contracts.
- Verify and document claims.

PLANNING SECTION AT INCIDENT

- Ensure and assemble complete documentation and records for all mobilized resources at demobilization, including time records, Unit Logs, and supporting documentation for all claims.
- Assemble, organize, and maintain the complete Incident Documentation Package.
- Provide the Incident Documentation Package to the MIC. The MIC will later provide copies to the Washington State Patrol/Fire Protection Bureau and fire chief(s) of host jurisdiction(s).

WASHINGTON STATE PATROL/FIRE PROTECTION BUREAU

- Coordinate communications between MIC, state EOC, and State Fire Marshal.
- Ensure resource tracking at the incident.
- Verify the accuracy of resource documentation.
- Report authorized resources with respective request numbers to State EOC supervisor.
- Collect all claims packages from responding local fire protection authorities, verify the claims, and forward claims to the Emergency Management Division.

REIMBURSEMENT OF COSTS

FIRE AGENCY COSTS

Personnel: Regular Paid Fire Agency Employees

The costs of fire agency employees tasked to the mobilization by their home agency will be paid. Costs incurred by the agency for the mobilization will be certified by the fire agency to the Washington State Military Department for reimbursement.

RESOURCE ORDER AUTHORITY

A request number shall be assigned to each mobilized unit or overhead personnel. The request number is the authority reference for all claims, including those of the personnel assigned to units.

MOBILIZED PERSONNEL

Personnel who are regular paid or career employees of a fire agency and who are tasked to the mobilization by their home fire agency will continue to be employees of that agency at all times.

Regular paid or career employees will be compensated in accordance with the policies, labor agreements, and practices of the employer agency.

FIRE SERVICE EMPLOYEE AS VOLUNTEER

A regular paid or career employee of a fire agency may accept a mobilization assignment on personal time. In such case, that person is mobilized as a volunteer and will be employed and paid as a volunteer (see **Volunteer Firefighters**).

SUPPORT PERSONNEL

Fire agency costs for personnel working in a support role, such as personnel responsible for coordinating the mobilization effort for their jurisdiction, may be reimbursed for the hours spent on that activity, to include the mobilization itself, coordination of the response team during the event, demobilization, and record keeping. Reimbursable costs are those above and beyond normal and usual costs which are incurred specific to the mobilization effort.

REPLACEMENT PERSONNEL

The *excess costs* of personnel required as replacements for mobilized personnel will be paid.

Excess costs are those costs incurred over and above the costs that are normal and usual for regular operations (e.g., overtime).

COST MEASURE

The measure to be used for the personnel costs of fire agencies is the total cost of compensation (TCC), including benefits.

REIMBURSEMENT OF COSTS

Apparatus

APPARATUS ELIGIBLE FOR COST REIMBURSEMENT

Fire agency apparatus utilized in the mobilization, including structural firefighting units, required support units, and command vehicles, will be paid. Apparatus use times and rates for the mobilization will be certified by the fire agency to the Washington State Military Department for reimbursement.

Privately owned vehicles (POV) are not a fire agency expense.

RESOURCE ORDER AUTHORITY

A request number shall be assigned to each mobilized unit. The request number is the authority reference for all claims, including those of the personnel assigned to units.

RECORDS

Accurate time and activity records for all units and personnel are required to be maintained by the unit leader. Unit time records must be submitted to the Incident Time Unit daily. Completed Unit Logs must be turned in to the Demobilization Unit for incident demobilization.

PAYMENT RATES

Payment rates for apparatus and equipment will be in accordance with the current Washington-Oregon Interagency Rate Schedule (**Appendix G.2**) as amended and adopted by the Washington State Association of Fire Chiefs. The current Interagency Wildfire Wage and Equipment Rental Rates as adopted by the Washington Department of Natural Resources will be utilized for equipment and personnel rates not found in the "Washington State Association of Fire Chiefs - Recommended Fee Schedule."

The Finance Section Chief for the Fire Mobilization Incident Management Team shall have the authority to negotiate payment rates for specialized equipment, including that with nominally listed (published) rates, provided that such negotiated rates, with reasons and facts in support, are documented and a copy attached to the claim(s).

Payment rates are "wet rates," inclusive of all fuel, oil, maintenance, repair and insurance.

The direct costs of all fuel, oil, maintenance and repair must be paid by the provider and are not reimbursable. These costs are built into the "wet rate."

MILEAGE

Mileage rate is paid for units not eligible for hourly rate compensation. Interagency mileage rates are paid only for mobilized units (i.e., vehicles mobilized for and used on incident assignment).

REIMBURSEMENT OF COSTS

PERSONAL VEHICLES

The mileage rate for vehicles used for personal transportation to the incident is the standard applicable state rate for privately owned vehicles (POV). Mileage to and from the incident for a personal vehicle will be paid only once for the incident.

APPARATUS PAYMENTS: COMPENSABLE TIME

Compensable ("working") time for firefighting apparatus includes:

- Travel time to and from the mobilization site, except for transported or towed units.
- Actual hours on assigned shift status.

Note: *Assigned* units are paid, but may be staged. Unit status as *assigned* will be determined by the shift plan.

Units which are *allocated* to the incident but *not assigned* are **not paid** (except for the minimum time provision below). These units, although allocated to the mobilization, are unassigned or non-staged. Allocated units will normally be at a mobilization point (assembly area for units allocated to incident).

A minimum of five (5) hours of "working" time will be paid per 24-hour period for firefighting apparatus, even if actual hours worked (assigned) is less, provided that the apparatus is in service (response ready).

SUPPORT UNITS

Support units and command vehicles will be paid mileage allowance only for mileage incurred as necessary for the operation. The mileage rate includes all costs of operation (fuel, insurance, maintenance, repair and operation).

EQUIPMENT AND APPARATUS LOSS OR DAMAGE

• Reports Required

Apparatus or equipment loss or damage for which any reimbursement of cost may be sought must be reported to the on-scene division supervisor or higher officer when the loss/damage is incurred so that the circumstances can be confirmed and a record made. A damage/loss report containing pertinent information concerning the loss or damage, supported by the record in the Unit Log, is required for the support of any claims made. Utilize the Lost/Damaged Equipment Notice form (MOBE 9), **Appendix G.1.H**.

• Limitations

Cost of apparatus or equipment repair or replacement due to loss or damage as a direct result of mobilization activity will be paid provided that such loss or damage was not caused by the willful misconduct, negligence or bad faith of the claimant.

The only costs which are reimbursable under this provision are for physical loss or damage caused directly by the dynamics of the emergency event.

Examples: Losses incurred due to a "cut and run" order.

Physical damage caused by falling debris from a fire.

REIMBURSEMENT OF COSTS

The costs of mechanical or other physical damage repair are deemed to be included within the "wet rate" paid for apparatus; there is no reimbursement for these costs.

Examples: Mechanical breakdowns, including major items (e.g., motor, transmission, differential).

Body damage, minor (e.g., scratched paint from brush and trees, or damage sustained from running through fences) or major (e.g., body and fender damage incurred).

Costs incurred due to incidental loss or damage to equipment or personal property are not reimbursable.

The costs of temporary replacement for lost or damaged equipment (e.g., rental expense) while permanent repairs or replacement are being pursued are not reimbursable.

Additional Costs

TELEPHONE

Business call charges (land line or cellular telephone) incurred by personnel that are working at the mobilization site will be reimbursed.

PER DIEM

Fire agencies will be reimbursed for their actual costs in accordance with pre-existing per diem agreements, except when food is otherwise provided for, such as in a camp. If no pre-existing per diem agreement exists, per diem will be at state rates.

PERSONNEL ACCOMMODATIONS

The accommodations established for the housing, feeding and support of emergency response personnel shall be used when provided. Alternative accommodations may be utilized at the expense of the user; the costs of alternative accommodations are not reimbursable.

OTHER EXPENSES

Other expenses may be authorized for reimbursement on a case-by-case basis. Such other expenses will be requested and approved by the MIC prior to incurring the cost. A request number will be required.

CLAIM FORMS

All claims for expenses and reimbursements are to be made utilizing the forms in the Washington State Fire Mobilization Claims Reimbursement Packet (see **Appendix G.1**).

To streamline the incident check-in process and ensure that all information is accurate, all mobilized resources are to arrive at the incident with resource-specific information already completed.

REIMBURSEMENT OF COSTS

Volunteer Firefighters

STATUS: MILITARY DEPARTMENT EMPLOYEES

Volunteer firefighter personnel who are mobilized will be hired and paid as temporary employees of the Washington State Military Department. Employment status with the state begins upon authorization of mobilization or assignment to a responding mobilized resource holding an authorized incident request number. Employment status ends at the time that the demobilized resource arrives back at its home station.

COMPENSABLE TIME

Compensable time includes:

- Travel time between mobilization assembly (departure) point and incident.
- Time in assigned status (on-duty time).

Assigned time: Any time the firefighter is **on or subject to duty** (not free to leave an area) and remains under the direction and control of the Incident Commander or their designee. Assignment after the first operational period on the incident must be in the incident shift plan to be compensable.

NON-COMPENSABLE TIME

Non-compensable time includes:

- Time when an individual is not assigned and is free to leave the area, which may include eating and sleeping periods.
- Time required for vehicle/equipment servicing or maintenance.
- Travel time from personal residence to mobilization assembly (departure) point.

OVERTIME

All hours worked in excess of forty (40) regular hours each workweek shall be paid at one and one-half times the regular rate. The workweek begins at the time the state mobilized employee leaves his/her home jurisdiction and continues for seven consecutive 24-hour periods.

TIME RECORDS

Time for mobilization and demobilization is to be documented separately from "on incident" time. Time records are to be turned in by a supervisor and verified by the Finance Section daily.

COMPENSATION RATES

Volunteer firefighters hired as employees of the Washington Military Department will be paid in accordance with the Washington-Oregon Interagency Firefighting Wage Rates Schedule as adopted and amended by the Washington State Association of Fire Chiefs (utilize **Appendix G.2** or latest revision).

PER DIEM EXPENSES

Volunteer firefighters hired as employees of Washington State Emergency Management Division of the Military Department will be reimbursed for per diem expenses in accordance with Washington State Travel Regulations and Rates.

**MOBILIZATION
REIMBURSEMENT CLAIMS
AND REVIEW PROCESS**

MOBILIZATION REIMBURSEMENT CLAIMS AND REVIEW PROCESS

APPEAL OF REIMBURSEMENT CLAIM DENIAL

A denial of payment of costs by the Military Department, whether based on being "not reasonable and necessary" or any other reason, may be appealed in writing to the State Fire Defense Committee within thirty days of the notice of the denial.

REVIEW OF APPEAL

Upon receipt of the appeal, the State Fire Defense Committee will review the appeal within ninety days and may request such other records, documents, or statements as are needed for its review. After review, the Committee will make a recommendation to the Adjutant General for appropriate disposition.

DECISION ON APPEAL

The Adjutant General will receive the Committee's recommendation and within thirty days make a determination on the appeal. The claimant will be advised of the decision by the Adjutant General.

FURTHER REMEDY

Upon notification of the Adjutant General's decision, the claimant may pursue further remedies according to the Washington Administrative Procedures Act.

PERSONAL INJURY

PERSONAL INJURY

Compliance with the following procedures in the event of personal injury to any mobilized personnel is required.

NOTICE TO MEDICAL UNIT

The Medical Unit is to be advised immediately. The Medical Unit will provide or arrange for the care of the injured person.

REPORT

The injury must be immediately reported to the on-scene division supervisor or higher officer so that the circumstances can be confirmed and a record made. This report, supported by the record in the Unit Log, and supplemented by the report of the Medical Unit, is required for the support of any claims made. Utilize the Personal Injury Notice form (MOBE 4) in ***Appendix-G.1.D.***

LIABILITY COVERAGE

LIABILITY COVERAGE

The *Mobilization Plan* is to be consistent with and a part of the *Washington State Comprehensive Emergency Management Plan* (RCW 38.54.030).

The *Washington State Comprehensive Emergency Management Plan* is a mandate of RCW 38.52 [specifically RCW 38.52.030(3)] which also includes liability provisions for property damage, bodily injury, death, immunity, and indemnification.

All legal liability for damage to property or injury or death to person...caused by acts done, or attempted, under the color of this chapter in a bona fide attempt to comply therewith will be the obligation of the State of Washington. (RCW 38.52.180)

The liability provisions of RCW 38.52 are deemed to apply to the *Mobilization Plan*.

**ADMINISTRATIVE
AND FUTURE
DEVELOPMENT
ISSUES**

ADMINISTRATIVE AND FUTURE DEVELOPMENT ISSUES

STATE PLAN REVIEW

The *Mobilization Plan* lays out the organizational and operational framework for the mobilization of state fire service resources. It describes how numerous agencies intend to operate and interact when faced with the need to respond to disastrous fires or other major emergency incidents. The State Fire Defense Committee and the State Fire Protection Policy Board will review and debrief mobilization actions and develop recommendations for improvements to this plan.

REGION PLANS

Each Fire Defense Region (utilize **Appendix B**) will develop Region Fire Defense Plans that are consistent with the *Mobilization Plan*, the Incident Command System (NIIMS ICS), and other regional response plans that are already adopted and in use [RCW 38.54.040(7)]. Region Plans should contain the following:

- **Administrative Provisions**
 - Date of adoption by Region Fire Defense Board
 - Table of Contents
 - Plan Purpose Statement
 - Definition of Terms
 - Regional Fire Defense Board Member Roster
 - Description of Existing Mutual Aid Networks
 - Relationship of Regional Plans to other Local Plans
 - Roster of Regional Agencies Participating and Description of Roles
 - Criteria for Determination of When Mutual Aid is Exhausted
- **Operational Provisions**
 - Concept of Operations
 - Map of the Region
 - Designation of Regional Fire Resource Coordinator and an Alternate with 24-hour Contact Points
 - Regional Available Resources List
 - Description of Local and Regional Support Functions
 - Reference to any other Pertinent Documents, Including Standard Operating Guides
 - Designate Potential Primary and Secondary Staging Areas, Mobilization Points (for departure assembly), and Resources Bases (fuel, food)
 - Communications System

ADMINISTRATIVE AND FUTURE DEVELOPMENT ISSUES

- Plan Maintenance, Training, and Testing
 - Description of Training Program
 - Plan Testing Method
 - Description of Communication Needs and Training
 - Regional Plan Review and Revision Process

- **Training**

The *Mobilization Plan* serves as a major training tool for developing knowledge of how mobilization will occur in Washington. It is the goal of the State Fire Defense Committee to develop appropriate training to support the plan (utilize **Appendix D.1**).

APPENDICES

APPENDICES

A. DEFINITIONS

B. STATE FIRE DEFENSE REGIONS

1. Map
2. State Fire Defense Board Members

C. MOBILIZATION REQUEST

1. Mobilization Request Checklist
2. Region Resources

D. MOBILIZATION RESPONSE

1. Awareness Training
2. Strike Team/Task Force Travel Kit
3. Mobilization Manifest (MOBE 5 and MOBE 5 [cont])

E. INCIDENT COMMAND AND ORGANIZATION

1. Delegation of Authority
2. Developing an Incident Situation Analysis
3. Cost Apportionment Agreements
4. Communications Unit
5. Ground Support Unit
6. Demobilization

F. ICS 200 SERIES FORMS

G. FINANCE

1. Claim Forms
2. Interagency Rates
3. Compensation of Full-Time FLSA-Exempt Personnel for Mobilization Assignments

APPENDIX A

DEFINITIONS

APPENDIX A

DEFINITIONS

Assembly Point

Predesignated meeting place for team assembly and check-in, in the region of origin.

Available Resources

Firefighting personnel and equipment that can be mobilized and sent to another jurisdiction without unduly jeopardizing the firefighting capabilities in the sending jurisdiction.

Delegation of Authority

A written transfer of authority vesting the designated Incident Commander with control and management of the incident in accordance with prescribed instructions and limitations.

Emergency Management Director

Individual charged with coordinating emergency services in a jurisdiction as provided for in Chapter 38.52 RCW.

Emergency Management Division

The Emergency Management Division of the Military Department of the State of Washington.

Fire Chief

Chief officer of a statutorily authorized fire agency serving a jurisdiction, or the authorized representative of a Fire Chief. The Department of Natural Resources (DNR) Resource Protection Division Manager and the DNR Regional Managers are defined as Fire Chiefs for purposes of this plan.

Host Jurisdiction

A "host jurisdiction" is any jurisdiction in which the emergency exists. A host jurisdiction is eligible for the reimbursement of costs for resources present from the time that mobilization is declared. After mobilization is authorized, host resources shall obtain resource numbers.

Incident Command System

A sub-system of NIIMS, the National Interagency Incident Management System. The combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Jurisdiction

For purposes of this plan, includes the state, county, city, fire district, and port firefighting units which agree to be a party to this plan.

Mission Number

Number assigned by Washington State Emergency Management to any emergency incident reported to the Washington State Emergency Management Duty Officer.

APPENDIX A

DEFINITIONS

Mobilization

Firefighting resources beyond those available through existing agreements will be requested and, when available, sent in response to an emergency or disaster situation that has exceeded the capabilities of available local resources. In the case of an extremely large scale fire emergency or other disaster, mobilization may also mean the redistribution of regional and/or statewide firefighting resources to direct firefighting assignments or to be repositioned in communities where the community's firefighting resources need backup support. Once a mobilization-implementation decision is made, all incident (host) jurisdiction and mutual aid resources become state mobilization resources.

Mobilization Incident Commander (MIC)

Under the authority and to effect the implementation of this statute, the State Fire Marshal shall appoint a Mobilization Incident Commander (MIC) for any authorized mobilization of fire resources under the plan.

Mobilization Overhead Team

Designated interagency personnel trained to fill incident command (general and command staff) overhead positions and activated by the Mobilization Incident Commander.

Mutual Aid

Pursuant to Chapter 38.54 RCW, reciprocal contributions, without charge, between neighboring communities which help each other fight fires and respond to community emergencies. Fire service mutual aid is contingent upon a responding fire chief's approval and agreement that the requested equipment and resources are **available** without unduly jeopardizing local capabilities. The practice of agreeing to offer mutual aid is intended to eliminate the need for complex financial and legal agreements among neighboring jurisdictions. When a decision is made for mobilization-implementation according to these procedures, mutual aid resources present at the incident become mobilization resources.

Private Fire Brigades

Firefighting units organized for purposes of firefighting at privately owned businesses.

Regions

Configured to utilize the Department of Natural Resources dispatching system. There are nine Fire Services Mobilization Regions with the following makeup:

- **Central Region**—Grays Harbor, Thurston, Pacific, and Lewis Counties
- **Lower Columbia Region**—Kittitas, Yakima, and Klickitat Counties
- **Mid-Columbia Region**—Chelan, Douglas, Grant, and Adams Counties
- **Northeast Region**—Okanogan, Ferry, Stevens, Pend Oreille, Spokane, and Lincoln Counties
- **Northwest Region**—Whatcom, Skagit, Snohomish, San Juan, and Island Counties
- **Olympic Region**—Clallam and Jefferson Counties

APPENDIX A DEFINITIONS

- **South Puget Sound Region**—Kitsap, Mason, King, and Pierce Counties
- **Southeast Region**—Benton, Franklin, Walla Walla, Whitman, Columbia, Garfield, and Asotin Counties
- **Southwest Region**—Wahkiakum, Cowlitz, Clark, and Skamania Counties

Regional Fire Resources Coordinator

Designated individual or agency selected by a Regional Fire Defense Board for the designated responsibilities of that position.

Request Number

Number assigned to any resource which is requested by the State Fire Resource Coordinator during a mobilization. The number is assigned for purposes of tracking that resource.

Resources

All personnel and equipment necessary to fight fires or respond to other disasters and support the efforts of firefighters.

Resource Coordination

The effort to locate and arrange for the delivery of resources needed by Fire Chiefs and Incident Commanders. Resource coordination involving the mobilization of fire and other support resources within a region is the responsibility of the Regional Fire Resources Coordinator. In the case of fires or other disasters involving more than one region or when resources from more than one region must be mobilized, the State Fire Resources Coordinator has the primary responsibility for resource coordination in conjunction with Regional Fire Resource Coordinators.

State Fire Marshal

Director of the Fire Protection Bureau (Fire Protection Services) of the Washington State Patrol (RCW 38.54.010) and, for purposes of this plan, is also defined as the **State Fire Resources Coordinator** (RCW 38.54.030).

Statutorily Authorized Fire Agencies

Include public fire departments and districts, state firefighting units, and federal firefighting units which agree to be a party to this plan.

Strike Team

Five (5) of the same kind and type of resource, with common communications and a leader.

Examples:	Structural Strike Team:	Five (5) Class A structural engines
	Wildland Engine Strike Team:	Five (5) wildland engines
	Tender Strike Team:	Five (5) water tenders

APPENDIX A

DEFINITIONS

Task Force

Any combination of single resources, within span of control, assembled for a particular tactical need, with common communications and a leader.

Specific task force configurations:

Urban Task Force: Three (3) structural engines
One (1) aerial ladder

Rural Task Force: Three (3) structural engines
Two (2) water tenders

Interface Task Force: Two (2) structural engines
Two (2) wildland engines
One (1) water tender

Wildland Task Force: Three (3) wildland engines
One (1) water tender

The intent of predefined task force configurations is to allow resources to be pre-configured by regions and enhance the ordering process.

Task force configurations are not limited to those defined, and may be made up at an incident from resources available to meet situational needs.

Team Leader

Task force or strike team leader, which shall be an officer with training and experience in the command of multiple companies.

Unit Staffing

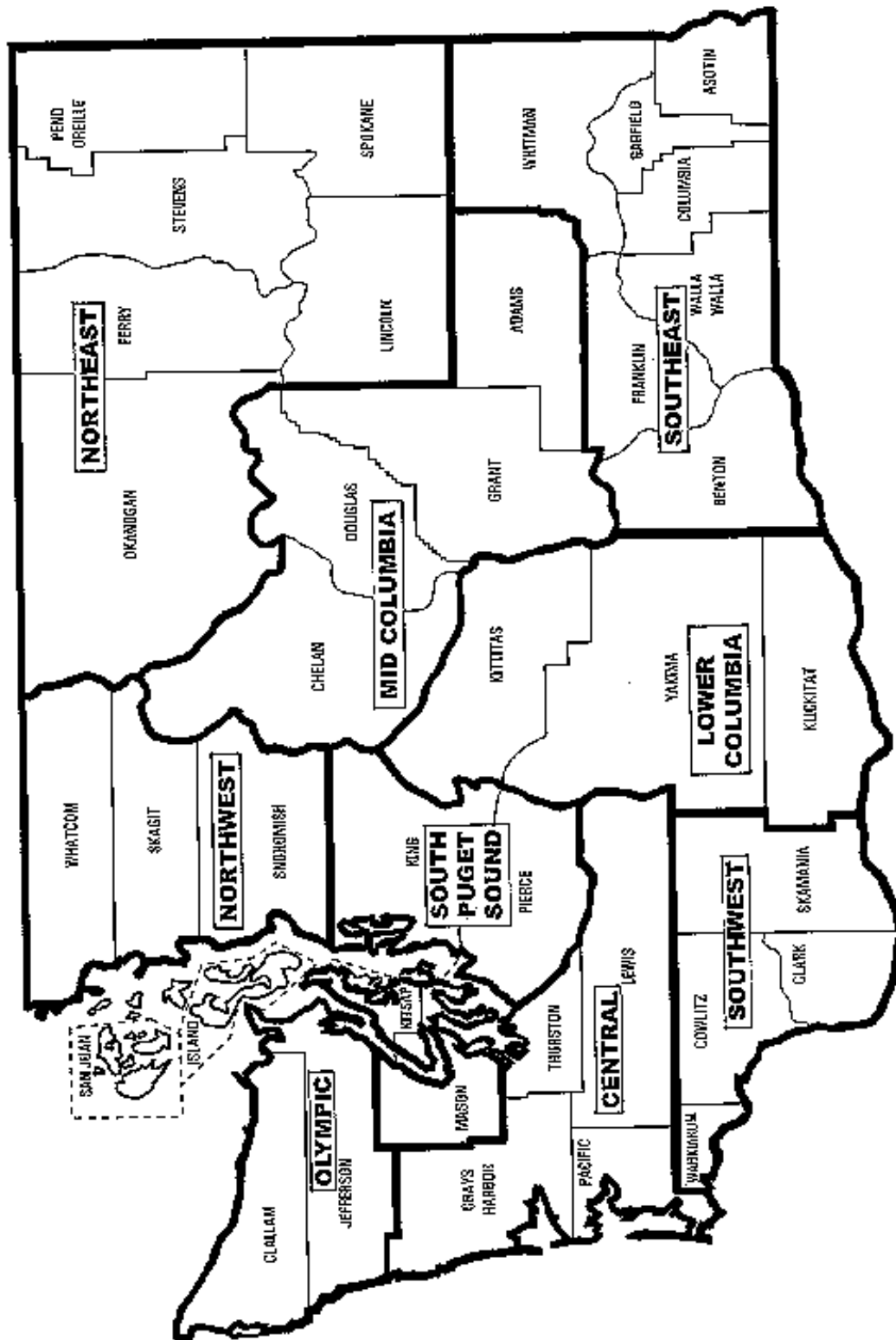
	Minimum	Maximum
Structural Engine	3	4
Wildland Engine	2	3
Water Tender	1	2
Aerial Ladder	4	5

Wildland Handcrew

Ten personnel and one team leader trained in wildland firefighting and having transportation. The crew will be properly equipped and trained.

APPENDIX B

Washington State Fire Defense Regions



APPENDIX B.2

State Fire Defense Committee Members

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APPENDIX B.2

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Northeast Region

Jim Graue
Spokane County Fire District 9
3801 East Farwell Road
Mead, Washington 99021-9605
(509) 466-4602, Ext. 902
Fax: (509) 466-4698
E-mail: jgraue@scfd9.org

Bruce Holloway (alternate)
Spokane County Fire District 3
10 South Presley Drive
Cheney, Washington 99004
(509) 235-6645
Fax: (509) 235-6183
E-mail: bholloway@scfd3.org

Northwest Region

Al Upton, Assistant Chief
Everett Fire Department
2811 Oakes Avenue
Everett, Washington 98201
(425) 257-8100
Fax: (425) 257-8139
E-mail: aupton@ci.everett.wa.us

Steve Kunkle, Chief (alternate)
Snohomish County Fire District 3
163 Village Court
Monroe, Washington 98272
(360) 794-7666
Fax: (360) 794-0959
E-mail: none

Olympic Region

Tom Lowe
Clallam County Fire District 3
323 North 5th Avenue
Sequim, Washington 98382
(360) 683-4242
Fax: (360) 683-6834
E-mail: ccfcd3@olypen.com

(no alternate selected yet)

South Puget Sound Region

Dave Wakefield
East Pierce Fire and Rescue
18421 Old Buckley Hwy
Bonney Lake, Washington 98390
(253) 863-1800
Fax: (253) 863-1848
E-mail: dwakefield@piercefir.org

Jon Fallstrom (alternate)
Eastside Fire and Rescue
175 NW Newport Way
Issaquah, Washington 98207
(425) 392-3433
Fax: (425) 391-8764
E-mail: deputyjon@aol.com

APPENDIX B.2

State Fire Defense Committee Members

Southeast Region

Ron Anderson
Franklin County Fire District 3
2108 Road 84
Pasco, Washington 99301
(509) 547-9306
Fax: (509) 547-2535
E-mail: none

Bob Thompson (alternate)
Benton County Fire District 4
P O Box 4248
West Richland, Washington 99353
(509) (509) 967-2945
Fax: (509) 967-5222
E-mail: thompson@3-cities.com

Southwest Region

Tom McDowell
Clark County Fire District 13
Box 172
Yacolt, Washington 98675
(360) 686-3271
Fax: (360) 686-8127
E-mail: ncems@teleport.com

Dave LaFave (alternate)
Longview/Cowlitz Fire and Rescue 2
701 Vine Street
Kelso, Washington 98626
(360) 575-6286
Fax: (360) 578-5220
E-mail: dave.lafave@ci.longview.wa.us

APPENDIX C

APPENDIX C.1

Mobilization Request Checklist

PART I - MOBILIZATION AUTHORIZATION

1. **INCIDENT COMMAND** Date: _____ Time: _____
 - a. Requesting Agency: _____ Tel: (____) _____
 - b. Incident Commander _____ Tel: (____) _____
 - c. Regional Resource Coordinator contacted? Yes[☐] No[☐] _____
(Name/Phone Number)
2. **INCIDENT LOCATION**
 - a. Describe location relative to roads/towns: _____
 - b. What fire district is it in? _____
 - c. What land is it on? (*circle as many as apply*) **Private Federal State Unprotected**
 - d. Estimated time to control with current resources? (Hours ____) (Days ____) (Unknown ____)
3. **INCIDENT DESCRIPTION** – (such as hazmat; marine fire; commercial; highrise fire; interface; wilderness fire; brush fire):

a) More than one incident? Yes[<input type="checkbox"/>] No[<input type="checkbox"/>]	b) Duration: _____ Hours
C) How are the weather conditions affecting the incident? Temperature _____ Wind _____ Conditions affecting incident?	d) Approximate size of incident? (<i>Circle one</i>) Acres <50 100 500 1,000 5,000 OTHER: Blocks _____ Sq Miles _____
e) What fuels are present? (<i>Circle as apply</i>) Brush Trees Crops forest Structural Interface Other fuels:	

4. **LIFE AND PROPERTY AT RISK**
 - a. What is at risk? (*Circle as many as apply*)
Lives Structures Subdivision Homes Crop Orchard Forest
 - b. Homes immediately threatened, if any? (*Circle one*) **<25 25+ 50+ 100+**
 - c. Evacuation: **Yes[☐] No[☐] Probable[☐]** (*Circle number of people*) **<25 50+ 100+**
5. **RESOURCES PRESENT**
 - a. Estimated resources in use: (Personnel: _____) (Apparatus: _____)
 - b. Have or will local mutual aid resources be exhausted? **Yes[☐] No[☐]** When? _____
 - c. Will you still need resources if it takes 4-6 hours to get there? **Yes[☐] No[☐]**

INSTRUCTIONS: Convey to State Emergency Management Duty Officer 1-800-258-5990. FAX (253) 512-7203.

APPENDIX C.1

Mobilization Request Checklist

PART II – RESOURCE REQUESTS

6. RESOURCES NEEDED

- a. What specific resources are requested?

- b. Where would you suggest for nearest available resources?

7. BASE AREA(S) – (FAX a map to State EOC with directions to base area – FAX (253) 512-7203.)

- a. Location (Crossroads/address) _____
- b. Contact Person: _____ Phone: (____) _____
- c. Radio Frequency Available: _____ REDNET [] OSCCR []
- d. Cellular Phone #: (____) _____

INSTRUCTIONS: Convey to State Emergency Management Duty Officer 1-800-258-5990. FAX (253) 512-7203.

APPENDIX C.2 Region Resources

Region:
Contact Person or Agency: (Contact should be 24-hour and phone number) List alternate agency or person, if applicable.
Primary: <div style="display: flex; justify-content: space-between;"> <i>Voice:</i> <i>Fax:</i> </div>
Alternate: <div style="display: flex; justify-content: space-between;"> <i>Voice:</i> <i>Fax:</i> </div>

Categories	Teams	Single Resources
STRIKE TEAMS		
Advanced Life Support (ALS)		
Basic Life Support (BLS)		
Ladder/Truck		
Structural Engine		
Tender		
Wildland Engine		
TASK FORCES		
EMS		
Interface		
Rural		
Urban		
Wildland		
SPECIALIZED PERSONNEL		
Wildland Hand Crew		
See resource definition section for each equipment category listed above.		
Define and list other specialized resources:		
SPECIALIZED RESOURCES		

APPENDIX C.2

Region Resources

Region: CENTRAL (Lewis, Pacific, Thurston, Grays Harbor)		
Primary:	Cap-Com Voice: (360) 704-2745	Fax: (360) 704-2751
Alternate:	Lewis County Dispatch Voice: (360) 740-1105	Fax: (360) 748-2363

Categories	Teams	Single Resources
STRIKE TEAMS		
Advanced Life Support (ALS)	1	5
Basic Life Support (BLS)	3	18
Ladder/Truck	0	0
Structural Engine	5	28
Tender	3	17
Wildland Engine	2	12
TASK FORCES		
EMS	0	0
Interface	3	23
Rural	5	29
Urban	0	0
Wildland	0	0
SPECIALIZED PERSONNEL		
Wildland Hand Crew	0	0

See resource definition section for each equipment category listed above.

Define and list other specialized resources:

Only combinations of resources are available. The region cannot send all of the resources listed at one time.

SPECIALIZED RESOURCES		

APPENDIX C.2

Region Resources

Region: LOWER COLUMBIA (Kittitas, Klickitat, Yakima)		
Primary:	Yakima Dispatch Center Voice: (509) 248-2103	Fax: (509) 576-6361
Alternate:	Chief Jerry Davis Voice: (509) 698-7310 (daytime)	Fax: (509) 698-7317

Categories	Teams	Single Resources
STRIKE TEAMS		
Advanced Life Support (ALS)	0	
Basic Life Support (BLS)	1	
Ladder/Truck	0	
Structural Engine	2	
Tender	1	
Wildland Engine	2	
TASK FORCES		
EMS	0	
Interface	4	
Rural	4	
Urban	1	
Wildland	1	
SPECIALIZED PERSONNEL		
Wildland Hand Crew	0	

See resource definition section for each equipment category listed above.

Define and list other specialized resources:

1 Ammonia Response Team

SPECIALIZED RESOURCES		
Air Refill Unit		1
Hazmat Unit		1
30 Passenger Bus		1
USAR - Light Operational Level		1
Communications Vehicle/Equipment		1

APPENDIX C.2

Region Resources

Region: MID-COLUMBIA (Adams, Chelan, Douglas, Grant)		
Primary:	Wenatchee Fire Control Center	
	Voice: (509) 664-3913	Fax: (509)
Alternate:	Douglas County Communications	
	Voice: (509) 884-1535	Fax: (509) 886-1045

Categories	Teams	Single Resources
STRIKE TEAMS		
Advanced Life Support (ALS)	0	
Basic Life Support (BLS)	1	
Ladder/Truck	0	
Structural Engine	4	
Tender	4	
Wildland Engine	5	
TASK FORCES		
EMS	0	
Interface	0	
Rural	3	
Urban	1	
Wildland	4	
SPECIALIZED PERSONNEL		
Wildland Hand Crew	0	

See resource definition section for each equipment category listed above.

Define and list other specialized resources:

When a task force is assembled, one less strike team is available. Helicopter with waterbucket (Chelan County Fire District #1 [Chief Rick West]).

SPECIALIZED RESOURCES		
Helio w/Bucket - Chelan		1

APPENDIX C.2

Region Resources

Region: NORTHEAST (Ferry, Okanogan, Pend Oreille, Spokane, Stevens, Lincoln)		
Primary:	Spokane Area Resource Center Voice: (509) 456-4333 Fax: (509) 625-6995	
Alternate:	Voice: Fax:	

Categories	Teams	Single Resources
STRIKE TEAMS		
Advanced Life Support (ALS)	0	2
Basic Life Support (BLS)	0	
Ladder/Truck	0	2
Structural Engine	3	
Tender	1	
Wildland Engine	4	
TASK FORCES		
EMS	0	
Interface	4	
Rural	4	
Urban	2	
Wildland	3	
SPECIALIZED PERSONNEL		
Wildland Hand Crew	2	

See resource definition section for each equipment category listed above.

Define and list other specialized resources:

*If a task force is mobilized, one less strike team is available.

SPECIALIZED RESOURCES		
Dozer		1
Tech Rescue Team		1
HazMat Team		1
Command Center (Bus)		1

APPENDIX C.2

Region Resources

Region: NORTHEAST (Ferry, Okanogan, Pend Oreille, Spokane, Stevens, Lincoln)		
Primary:	Spokane Area Resource Center	
	Voice: (509) 456-4333	Fax: (509) 625-6995
Alternate:		
	Voice:	Fax:

Categories	Teams	Single Resources
STRIKE TEAMS		
Advanced Life Support (ALS)	0	2
Basic Life Support (BLS)	0	
Ladder/Truck	0	2
Structural Engine	3	
Tender	1	
Wildland Engine	4	
TASK FORCES		
EMS	0	
Interface	4	
Rural	4	
Urban	2	
Wildland	3	
SPECIALIZED PERSONNEL		
Wildland Hand Crew	2	

See resource definition section for each equipment category listed above.

Define and list other specialized resources:

*If a task force is mobilized, one less strike team is available.

SPECIALIZED RESOURCES		
Dozer		1
Tech Rescue Team		1
HazMat Team		1
Command Center (Bus)		1

APPENDIX C.2

Region Resources

Region: NORTHWEST (Island, San Juan, Skagit, Snohomish, Whatcom)		
Primary:	Al Upton	
	<i>Voice:</i> (425) 252-7548 (Sno-Pac)	<i>Fax:</i> (425) 259-1414 (Sno-Pac)
Alternate:	Steve Kunkle	
	<i>Voice:</i> (425) 252-7548 (Sno-Pac)	<i>Fax:</i> (425) 259-1414 (Sno-Pac)

Categories	Teams	Single Resources
STRIKE TEAMS		
Advanced Life Support (ALS)	0	
Basic Life Support (BLS)	5	
Ladder/Truck	0	
Structural Engine	9	
Tender	4	
Wildland Engine	0	
TASK FORCES		
EMS	2	
Interface	3	
Rural	7	
Urban	5	
Wildland	1	
SPECIALIZED PERSONNEL		
Wildland Hand Crew	1	

See resource definition section for each equipment category listed above.

Define and list other specialized resources:

SPECIALIZED RESOURCES		

APPENDIX C.2

Region Resources

Region: OLYMPIC (Clallam, Jefferson)		
Primary:	Bob Minty (Jefferson County SO) <i>Voice:</i> (360) 385-3831 (ext. 1) or <i>Fax:</i> (360) 379-0521 1-800-552-0750	
Alternate:	Chief Tom Lowe <i>Voice:</i> (360) 385-3831 (ext. 1) or <i>Fax:</i> (360) 379-0513 1-800-552-0750	

Categories	Teams	Single Resources
STRIKE TEAMS		
Advanced Life Support (ALS)	0	
Basic Life Support (BLS)	1	6
Ladder/Truck	0	
Structural Engine	1	7
Tender	0	3
Wildland Engine	1	
TASK FORCES		
EMS	0	
Interface	1	
Rural	1	
Urban	0	
Wildland	1	
SPECIALIZED PERSONNEL		
Wildland Hand Crew	1	
See resource definition section for each equipment category listed above.		
Define and list other specialized resources:		
SPECIALIZED RESOURCES		

APPENDIX C.2

Region Resources

Region: SOUTH PUGET SOUND (King, Kitsap, Mason, Pierce)		
Primary:	Fire Comm. Voice: (253) 588-5217 / 591-0906	Fax: (253) 588-3859 or 581-4895
Alternate:	Bellevue Communications Voice: (425) 885-3131	Fax: (425) 452-7873

Categories	Teams	Single Resources
STRIKE TEAMS		
Advanced Life Support (ALS)	2	
Basic Life Support (BLS)	9	
Ladder/Truck	2	
Structural Engine	10	
Tender	7	
Wildland Engine	3	
TASK FORCES		
EMS	5	
Interface	5	
Rural	7	
Urban	11	
Wildland	4	
SPECIALIZED PERSONNEL		
Wildland Hand Crew	3	

See resource definition section for each equipment category listed above.

Define and list other specialized resources:

NOTE: Only combinations of resources are available. The region cannot send all of the resources listed at one time.

SPECIALIZED RESOURCES		

APPENDIX C.2

Region Resources

Region: SOUTHEAST (Asotin, Benton, Columbia, Franklin, Garfield, Walla Walla, Whitman)		
Primary:	SE-COMM Voice: (509) 628-0333 Fax: (509) 628-2623	
Alternate:	Voice: Fax:	

Categories	Teams	Single Resources
STRIKE TEAMS		
Advanced Life Support (ALS)	0	
Basic Life Support (BLS)	1	
Ladder/Truck	0	
Structural Engine	1	
Tender	2	
Wildland Engine	4	
TASK FORCES		
EMS	1	
Interface	4	
Rural	2	
Urban	1	
Wildland	4	
SPECIALIZED PERSONNEL		
Wildland Hand Crew	0	

See resource definition section for each equipment category listed above.

Define and list other specialized resources:

Transport & Type II Dozer
Mobile Command Post
(3) 5000 Gallon Water Tenders.

SPECIALIZED RESOURCES		
Transport and Type II Dozer		1
Mobile Command Post (Contracted)		1
5,000 Gallon Water Tender		1
Time Unit Trailer (Region)		1

APPENDIX C.2

Region Resources

Region: SOUTHWEST (Clark, Cowlitz, Skamania, Wahkiakum)		
Primary:	Clark Regional Communications Agency Voice: (360) 696-4461 Fax: (360) 694-1954	
Alternate:	Cowlitz Com. Agency Voice: (360) 577-3084 Fax: (360) 577-3009	

Categories	Teams	Single Resources
STRIKE TEAMS		
Advanced Life Support (ALS)		2
Basic Life Support (BLS)		8
Ladder/Truck		2
Structural Engine	4	24
Tender	2	11
Wildland Engine	4	20
TASK FORCES		
EMS		2 ALS (transport) 8 BLS (rescues)
Interface	10	
Rural	5	
Urban	2	
Wildland	6	
SPECIALIZED PERSONNEL		
Wildland Hand Crew	0	

See resource definition section for each equipment category listed above.

Define and list other specialized resources:

SPECIALIZED RESOURCES		
Air Refill Unit		1
Hazmat Unit		1
30 Passenger Bus		1
USAR - Light Operational Level		1
Communications Vehicle/Equipment		1

APPENDIX D

APPENDIX D.1

Awareness Training

Mobilization Awareness Training is a minimum requirement for all personnel who may be called to make a mobilization response.

PURPOSE

Provide basic information to the individual emergency fire resource mobilization responder on the:

- Washington State fire resource mobilization
- Operating environment that the responder will be working in
- Necessary systems and procedures in place at a major emergency event for the responder to adequately function and perform
- Appropriate actions and behavior expected of the emergency responder

CLASS OBJECTIVES

Upon completion of the instruction, the student will be able to:

- **Mobilization Plans and Requests**
 - Discuss types of incidents that initiate/require resource mobilization.
 - Explain the region fire resource mobilization plan.
 - Identify and explain the region mobilization coordination center.
 - Explain the State Fire Mobilization Plan.
 - Identify and describe required mobilization assignment information and activities required before departure. [Ref. Fireline Handbook, November 1989, pages 60, 62; and the January 1998 edition, pages 72 and 74]
- **Recommended/Required Training of the Mobilization Responder**
 - Discuss limits of activity/intervention based on training levels.
 - Discuss field training which may occur at the incident.
- **Personal Travel Kit for Mobilization Response**
 - Identify limitations on and requirements for personal equipment.
[Ref. Fireline Handbook, November 1989, page 63; and the January 1998 edition, page 75]
 - Discuss and demonstrate a personal clothing and safety equipment list.
[Ref. Fireline Handbook, November 1989, page 64; and the January 1998 edition, page 76]
 - Discuss personal hygiene and care during mobilization.

APPENDIX D.1

Awareness Training

- **Mobilized Apparatus/Equipment**
 - Identify apparatus types and resource configurations.
 - Explain the "wet rate" paid for apparatus.
 - Explain the role of the ground support unit, including its responsibility for inspection. Define essentials of the equipment inspection checklist.
 - Define who provides/pays for repairs/replacements of what in a mobilization.
 - Explain documentation of and responsibility for procured items.
- **Command and Support Structure of a Mobilization**
 - Define "span of control" during mobilization.
 - Identify immediate supervisors.
 - Demonstrate understanding of basic ICS.
 - Explain who requests resources.
- **Expectations of Mobilization Responders**
 - Describe the "assumed commitment" of mobilization response. [72 hours minimum, self-supporting]
 - Describe code of conduct during mobilization. [Ref. Fireline Handbook, November 1989, page 65; and the January 1998 edition, pages 76-77]
 - Describe discipline procedures during mobilization.
- **Safety Aspects of Mobilization**
 - Identify potential dangers inherent in mobilization incidents.
 - Define standard safety procedures/precautions responders must use.
 - Describe injury and accident reporting procedures.
- **Documentation: Record Keeping Systems and Procedures**
 - Explain the use and significance of the incident number and the resource order number. [Ref. Fireline Handbook, November 1989, page 62; and the January 1998 edition, page 74]
 - Explain individual timekeeping.
 - Identify and demonstrate the completion of required unit documentation.
[Ref. Fireline Handbook, November 1989, page 61; and the January 1998 edition, page 73]
 - Explain methods of compensation/reimbursement.
 - Demonstrate mobilization check-in and check-out.
[Ref. Fireline Handbook, November 1989, pages 60, 63; and the January 1998 edition, pages 72, 74]

APPENDIX D.2

Strike Team/Task Force Travel Kit

In the event of a state mobilization of fire resources for any reason, responding fire personnel must remember that the minimum mobilization time commitment is 72 hours, i.e., three days, and at least the first day should be viewed as one without logistical support provided at the incident.

The minimum equipment and supply inventory for mobilization response will depend on the nature of the incident, the task assignment, and the duration of the incident.

Some of the recommended inventory is common and can be prepackaged and ready for quick response.

A backpack is recommended for ease of transportation and use as a 24 hour survival kit in the event that crews are immediately deployed without benefit of setup time in base camp. All other items should be placed in a durable duffle bag; suitcases are not recommended.

=====

Recommended Minimum Items for Wildfire/Interface Operations

NWCG Fireline Handbook (NFES 0065)

- Generally, the total weight limit per individual is 55 pounds (35 pounds for personal equipment and 20 pounds for web gear or briefcase).
 - Tags or markings are recommended for identifying personal gear.
 - External frame packs should not be used due to their bulk.
 - Personal protective equipment required, e.g.,
 - Wildfire: Fire shelter, flame-resistant clothing, hardhat (with chinstrap and headlight clips)
 - Interface Operations: In addition to wildfire equipment above, complete structural personal protective equipment.
 - Small backpack and other web gear for working on fireline
 - Work gloves
 - Leather boots, laceup, heavy duty
 - Socks, heavy duty
 - Jackets: One heavy, one light, of cotton, wool, or flame-resistant material
 - Agency-approved fire shirts and trousers
 - Underclothes, non-synthetic fabric
 - Handkerchiefs
 - Personal toilet gear
 - Watch
 - Optional: Sunglasses, writing paper, envelopes, stamps
- Cameras are not recommended for fireline forces

APPENDIX D.2

Strike Team/Task Force Travel Kit

General Recommendations for Strike Team/Task Force Travel Kit

Personal

- Clothing: Two sets of underwear and one change of outerwear, socks, jackets.
Optional: Rain gear, hat, sweatshirt or sweater.
- Protective Clothing: Required personal protective equipment, accountability tags.
- Personal Hygiene Supplies: Toilet kit, towel, Chapstick, lotion, sunscreen.
- Sleeping bag
- Miscellaneous: Medical information card
Red Card (or other certified training record)
Sunglasses
Watch
Pocket knife

Team Supply

- Toilet paper, tissues, paper towels, garbage bags
- Flares
- Binoculars
- Batteries (flashlight and radio), battery charger
- Water (bottled)
- Food (72 hours)

Strike Team/Task Force Leader

- ICS Forms: 211 (Check-In), 214 (Unit Log), 224 (Crew Performance)
 - NWCG Fireline Handbook (all incidents)
 - Washington State Fire Services Resource Mobilization Plan (Reimbursement Packet)
 - Washington State Fire Chiefs Directory
 - Hazardous Materials Guidebook
 - Accident report forms
 - Legal pads, pens, clipboard
 - Map(s)
 - Cellular telephone
 - Forms to be completed prior to departure:
 - ICS 211 Check-In
 - Apparatus inventory
 - Crew lists (name, SSN, emergency contact)
- (See Mobilization Manifest forms MOBE5 & MOBE5C)***

APPENDIX E

APPENDIX E.1

Delegation of Authority

PURPOSE AND SCOPE OF THE DELEGATION OF AUTHORITY

The purpose of the *Delegation of Authority* is to transfer the responsibility and authority for incident management (i.e., legal command and incident decision authority) to the recipient; in this case, to a designated IC. The *Delegation of Authority* is a written transfer of authority vesting the designated IC with the control and management of the incident in accordance with prescribed instructions and limitations.

The *Delegation of Authority* provides...

- Delegation (from agency administrator/unified agency administrator group) of full responsibility and authority for incident management under prescribed terms and conditions
- Terms, conditions, and limitations of the authority granted
- Local fire policy (established in view of legal, financial, and political considerations)
- Delineation of line of authority (source of continuing local direction)
- Priorities for incident control
- Direction for unified command
- Documentation requirements
- Direction for media relations
- Direction for incident management reporting
- Termination conditions
- Other terms and conditions established by the local jurisdiction administrator

A *Delegation of Authority* may only be granted by action of the political governing body of the local jurisdiction. However, it may, by appropriate resolution, entrust the power to make that delegation to a specified jurisdiction official (e.g., a city manager, mayor, or fire chief) upon certain conditions, thus assuring timeliness and continuity of effective management and control. For maximum effectiveness, a procedure for the timely granting of a *Delegation of Authority* should be in place as an emergency planning measure.

It is important to understand that a *Delegation of Authority* is not an abdication of responsibility or authority, but rather a means of assuring them in an unusual emergency setting by providing for an assignment with prescribed conditions and limitations. The authority granted must be broad enough to ensure that local fire policy and priorities can be effectively implemented, accountability must be provided for, limitations as to scope, time, and/or incident may be included, and the power of review and termination retained.

APPENDIX E.1

Delegation of Authority

MOBILIZATION INCIDENT COMMANDER (MIC)

Name

As MIC, you are hereby delegated full responsibility and authority to manage:

under the following terms and conditions.

1. **Incident Priorities**

Incident management and strategies shall be pursuant to the primary incident priorities established by (any attached documents):

2. **Incident Management**

Incident management and operations shall be conducted as efficiently and effectively as possible, given the prevailing conditions and circumstances.

3. **Unified Command**

As MIC, you shall operate in unified command with the designated command personnel of other authorities with jurisdiction.

4. **Local Personnel**

When possible, local personnel shall be utilized within the incident management organization.

5. **Documentation**

Complete and comprehensive incident documentation shall be maintained, including initial damage claims investigations.

6. **Media Relations**

The fire management team will handle media relations through:

APPENDIX E.1

Delegation of Authority

7. **Reporting**

Incident management reports shall be directed to:

8. **Other Terms and Conditions**

9. **Termination**

This Delegation of Authority shall terminate upon notice from the undersigned granting authority.

Dated this _____ day of _____, _____.

Attest:

MIC Name

Granting Authority Name/Position

Home Jurisdiction

Jurisdiction

Name/Position

Jurisdiction

APPENDIX E.2

Developing an Incident Situation Analysis

PURPOSE

A process for the recognition, analysis, and evaluation of environmental, fiscal, and social elements of a major fire incident, to be used in establishing the strategies for incident stabilization and control.

CONCEPT

A major fire incident may involve lands that include environmentally sensitive elements, cultural resources, archaeological or historical sites, watersheds, or other aspects which must be considered in establishing incident priorities and control strategy. It is essential to consider the complete picture of social, economic, environmental, and safety interests.

Not every incident will require a full analysis, but the issues should be evaluated. The analysis should be done early in the incident.

PROCESS

- **Incident Information**

- Complete the "shaded box" area. Information can be taken from ICS 201. Forecast incident potential to evaluate the level of mobilization necessary to stabilize the incident.
- Contact the unified ordering point and/or region dispatch to determine the status of other fires in the region and resources allocated to them.
- Provide incident management team and structure for the incident.
- Name(s) of agency administrator(s) for the agency(ies) with jurisdiction.
- Name of designated incident information officer.
- Name(s) of assigned resource officer(s)/technical specialist(s). This is an essential part of the analysis. A principal document for the analysis of the county/area land use/management plan. The resource officer, technical specialist, or county planner should be familiar with these plans and the incident area, including knowledge of sensitive soils, flora, fauna, or habitats.

- **Incident Stabilization/Suppression Alternatives**

This step involves a minimum of three pages, sometimes more. These pages (all numbered "2" in the upper right corner) are the incident stabilization and suppression alternatives based on social, economic, safety, or cultural concerns.

Each alternative has a shaded box which is to show:

- Projected size/magnitude of the incident.
- Probability of success. This is a basic estimate of the success of the alternative (0-100%).
- Strategy and tactics for the alternative. May be as simple as: Alternative A = Direct attack, Alternative B = Indirect attack, Alternative C = Combination attack.

APPENDIX E.2

Developing an Incident Situation Analysis

Each alternative has a series of check boxes to indicate the impact of the alternative on various environmental, fiscal, and social aspects (positive, negative, or neutral). Not all impacts are negative, and under the right conditions, even some fire may be beneficial. These evaluations should not take much time. The main focus should be on negative impacts. These are issues which will require a technical specialist or land use manager to evaluate impacts and concerns.

Negative issues may need to be included in the incident action plan (ICS 204) or included in strategy briefings. Document action items as a record of protection or mitigation efforts taken.

With the assistance of the Finance Section Chief, estimate suppression costs for the alternative.

Use the comments section to expand on issues relative to the alternative. Use additional paper as necessary for completeness.

- **Evaluation Criteria**

Page 3 is the overall evaluation of the factors associated with the incident. The resource officer/technical specialist should reference the document(s) used in preparing this analysis and must sign this page. Be certain to include a review of the county land use plan in the analysis.

- **Alternatives Comparison and Selection**

Page 4 is a summary evaluation of the alternatives and final selection of the alternative of choice. Highest potential rating is 8, indicating that the selected alternative met all criteria. A rating of 3 or 4 signals a need to further evaluate the option and probability of success.

APPROVALS

The approval signatures are at the bottom of page 1. The resource officer or technical specialist who prepared the document should sign as the preparer. The review is by the plan's section chief or Incident Commander.

The Incident Commander should closely review this document to ensure that the incident strategy indicated on the ICS 202 is consistent with the analysis.

REVIEW

The analysis should be reviewed for relevance each operational period. Each analysis is to be saved in the incident documentation package.

*(See **DEVELOPING INCIDENT SITUATION ANALYSIS**)*

APPENDIX E.3

Cost Apportionment Agreements

PURPOSE

A process for agencies with jurisdictional authority to establish a basic strategy and agreement for cost-sharing on an incident.

CONCEPT

Fire mobilization seldom involves just one jurisdiction. Most often it involves several local and state, and sometimes federal, agencies. All involved agencies are concerned with incident costs. One of the common incident objectives is to "manage the incident in a cost-effective manner."

The *Cost Apportionment Agreement* is an agreement between the involved jurisdictions on cost-sharing. This cost-sharing agreement will not be necessary on every incident. However, a close review of the issues is necessary to ensure their proper evaluation.

It is important that cost-sharing issues be evaluated early in the incident. This will ensure mutual understanding between the parties, clarity of responsibility, and fairness.

PROCESS

- **Foundation for Agreement**

List all of the agencies with jurisdictional responsibility that will be parties to the agreement.

OPTIONAL: Write a brief narrative on the incident. Include the start date and time and, if available, the cause. Briefly review the factors that caused the incident to escalate to major status (conditions, weather, fire behavior, resource limitations). Attach to agreement form.

- **Unified Ordering Process**

Establish a unified ordering process for the incident, including who will be responsible for agency orders and how orders will be coordinated. Agency order responsibility may be fixed by a simple statement (e.g., "Each agency will be responsible for the costs of the resources and personnel it orders.")

- **Cost Share**

There are several ways to determine the fairest and best cost-share mix. Consider the following options:

- A. Each agency pays for its own resources, with fire suppression efforts primarily on jurisdictional responsibility lands.
- B. Each agency pays for its own resources. Services rendered approximate the percentage of jurisdictional responsibility, but not necessarily performed on those lands.
- C. Costs apportioned by geographic division.
- D. Cost-share by percentage of jurisdictional responsibility or ownership.

APPENDIX E.3

Cost Apportionment Agreements

- E. Reconciliation of daily estimates, relying on daily cost estimates and using the Incident Action Plan or other means to determine multi-agency contributions.

Note: Do not consider this method absent the capability to accurately estimate daily costs.

Options A and B are preferred since the need to bill one another is minimized.

Costs that are not normally accounted for:

- Responsibility for claims and rehabilitation costs (which remain the responsibility of the agency with primary jurisdiction).
- Non-expendable property purchases (which are the responsibility of the agency making the purchase).
- Agency support costs (e.g., home unit dispatchers, warehouse workers).

Items that should be included:

- Fire Line Resources: Engines, dozers, fallers, tenders, transports, hand crews, overhead.
- Fire Camp Operations: Camp crews, communications, food, refrigeration units, showers, toilets, water truck, cache supplies, medical units, camp facility, fueling, buses.
- Air Support: Air tankers, helicopters.

Option A or B can be selected to address agency resources, followed by individual resources listed below.

Avoid prorating costs on a percentage basis.

• **Logistics**

Define how the incident resources will be fed, fueled, and rested. This can be a barter issue, with one agency agreeing to feed and fuel resources while another agency agrees to pay the costs of a water-dropping helicopter. Any division of costs that is fair and reasonable is good. Ideally, avoid interagency payments.

Another method apportions support costs in proportion to the number of mobile firefighting resources at the incident. Costs must be documented and approved daily.

• **Facility**

If the incident management team has chosen to use a school or other government facility for its base/command post, a written facility use agreement will be required. Establish the agency responsible for the facility use agreement and ensure that all facility requirements are included.

APPENDIX E.3

Cost Apportionment Agreements

- **Time Frame**

The time frame encompassed by the *Cost Apportionment Agreement* must be included.

- **Execution**

Authorized representatives of all parties are to sign and date the *Cost Apportionment Agreement*. All parties will receive a copy of the agreement. A copy is to be retained with incident documentation.

REVIEW

The *Cost Apportionment Agreement* is to be reviewed during each operational period to ensure that it is comprehensive, accurate, reasonable and fair. It may be amended by the parties as required.

APPENDIX E.3

Cost Apportionment Agreements

COST APPORTIONMENT AGREEMENT

This Agreement is intended to provide for coordinated cooperative fire control operations on the named incident and to describe the division of incident costs.

Incident Name _____ **Origin Date** _____ **Time** _____

Fire Origin: Section _____ Township _____ Range _____

Fire Cause: ☐ Undetermined ☐ Under Investigation ☐ _____

Estimated Size of Fire at Time of this Agreement _____ acres

Fire Control Agencies Party to this Agreement:

Agreement Effective Date _____ Time _____. Agreement remains in effect until amended or terminated.

Incident Management: ☐ Unified Command ☐ Single Agency Command

<i>Position</i>	<i>Name</i>	<i>Agency</i>
Incident Commander		
Agency Representative		
Liaison Officer		
Plans Section Chief		
Finance Section Chief		

Special Conditions. Suppression action is subject to the following special conditions or land management objectives.

Resource Ordering Process _____

APPENDIX E.3

Cost Apportionment Agreements

Geographic Responsibility by Agency. *Optional section to be completed if appropriate.*
 Supplement with map.

Agency _____ Geographic Responsibility _____

Agency _____ Geographic Responsibility _____

Agency _____ Geographic Responsibility _____

Structural Protection Responsibility. Agency _____

Special Conditions for the Provision of Designated Resources

Air Operations

Camp and Kitchen

Fire Investigation

Public Incident Information

Division of Fire Control Costs

Agency > >			
Fireline Resources			
Fire Camp Operations			
Air Operations			

Special Conditions _____

APPENDIX E.3

Cost Apportionment Agreements

Safety Standards. All personnel will comply with the safety standards prescribed by their agency, regardless of location or assignment on the incident.

Agency _____ Agency _____

Signature _____ Signature _____

Title/Date _____ Title/Date _____

Agency _____ Agency _____

Signature _____ Signature _____

Title/Date _____ Title/Date _____

List of Attachments: [] Map [] Incident Narrative [] _____

APPENDIX E.4

Communications

A key and critical element in managing, coordinating, and supporting emergency and disaster operations is communications. More specifically, it is important and necessary that two-way radio communications and coordination of the employment of communications resources (personnel, radio equipment, and radio frequencies) is planned and accomplished.

The purpose of this Communications Plan is to provide guidance, identify responsibilities, and establish procedures for mobilizing and utilizing communications personnel and equipment in support of state fire mobilization efforts.

CONCEPT OF OPERATIONS

Incident Commander receiving mobilized fire resources should establish a Communications Unit.

Communications Unit Leader shall establish, coordinate, and manage the communications networks to support operations.

RACES/ARES amateur radio may be employed to provide additional/supplemental dispatch and communications capabilities. Use of amateur radio should be coordinated by the Communications Unit through local Emergency Management.

Requirements for communications personnel and equipment must be secured through the logistics section chief.

COMMUNICATIONS UNIT

The purpose of the Communications Unit is to plan and implement coordinated radio communications in support of all emergency incident activities.

The Communications Unit should be established when it becomes apparent that there may be a need for communications capabilities beyond those of the local communications center and command units. It must be established for any incident calling for out-of-region resources.

The Communications Unit shall:

- Complete a Communications Plan (ICS form 205) (**Appendix F**).
- Determine communications range predictions from topographical map analysis.
- Install and program communications links between incident functions: Command, Safety, Operations, Staging, Division/Group, etc.
- Assess strike team/task force communications capabilities upon arrival at staging.
- Assign and track radio frequencies to maintain intra-team/force communications and STL/TFL - Division communications, but limiting channel overload.
- Install and operate a field dispatch center, if requested, designed to meet the needs of the incident.
- Provide, program, and install radio equipment as required to support and maintain the communications plan.

APPENDIX E.4

Communications

- Field program portable and mobile radios.
- Provisioning of radio batteries, battery chargers, and antennas.
- Access radio cache to provide radio communications capability in keeping with the plan.
- Maintain accountability on radio equipment and supplies.
- Perform minor radio repair.

RESPONSIBILITIES

- **Fire Defense Region**
 - Identify in-region Communications Unit resources.
 - Radio systems (fire/law VHF and UHF)
 - Mobile command posts
 - Radio cache
 - Identify in-region Communications Unit personnel.
 - Fire dispatch personnel available for mobilization
 - Communications Unit leaders
 - Radio technicians
 - Establish training for personnel to ensure their preparation to function in their specified roles.
 - Identify radio frequencies utilized within the region, and prepare a plan for their coordinated utilization in support of major operations.
 - Prepare an annual summary at the beginning of each year of the in-region Communications Units and resources. Provide this summary to:
 - Regional Fire Resource Coordinator
 - In-region Emergency Management (all counties)
 - Washington State Patrol/Fire Protection Bureau
 - Emergency Management Division, Washington Military Department

LOCAL EMERGENCY MANAGEMENT

- For in-region incident: Provide communications support to and for the established Communications Unit, coordinated with the Regional Fire Resource Coordinator, for incoming mobilized forces.
- Be prepared to coordinate amateur radio support with the RACES region coordinator as requested by the Communications Unit.

APPENDIX E.4

Communications

- Be prepared to provide communications support as requested for resources assigned and deployed to an affected area of operations.
- Ensure that volunteer amateur radio operators are registered as emergency workers.

STATE EMERGENCY MANAGEMENT

- Be prepared to request federal, state, and other agency communications resources.
- Be prepared to coordinate, pursuant to the State RACES Plan, amateur radio support when requested by the RACES region coordinator.

COMMUNICATIONS UNIT LEADER

- Develop and implement the communications plan for the incident.
- Identify requirements for additional communications resources.
- Plan and coordinate communications system operations and support for strike teams/task forces assigned and deployed to affected areas of operations.
- Be prepared to accept incoming communications resources and integrate them into the communications plan.
- Coordinate communications requirements with DNR and/or USFS communications staffs when interagency operations are conducted.
 - Coordinate the use of REDNET (mutual aid fire channel), OSCCAR (command channel), DNR and USFS radio frequencies, and other radio frequencies utilized on the incident.
- Develop communications plans which, to the greatest extent practical, allow for all units to have communications with command and control.
- Direct and supervise the operations of the Communications Unit and the RACES/ARES personnel assigned to the incident.

APPENDIX E.5

Ground Support Unit

Central Location

A central servicing location is recommended for enhanced servicing efficiency.

Parts Procurement System

Home personnel familiar with parts sources are to be assigned to the Ground Support Unit.

Service Unit Inventory

Mobilized service units are to provide the Ground Support Unit Leader with a unit inventory to enhance the ability of the unit leader to assign units with the capabilities to do the required work.

Repair Orders

Serviced/repaired units are to be provided with a copy of the repair order indicating the work done.

Personnel Assignment

In so far as possible, mechanics should be assigned in teams of two for enhanced safety and efficiency.

Preventive Maintenance

No preventive maintenance should be conducted in the field (i.e., while the unit is assigned to the fire). All preventive maintenance is to be scheduled for unassigned periods.

Vehicle Inspection

Vehicle inspections will be performed using the *Incident Demobilization Vehicle Safety Inspection* form, ICS 212 (NFES 1251) (**Appendix F**). Mobilized units are subject to vehicle safety inspection at incident check-in (or later, if immediately deployed) and at demobilization.

APPENDIX E.6

Demobilization

PURPOSE

A guide for the preparation of a demobilization plan which ensures efficient, timely, and safe demobilization of mobilized resources.

CONCEPT

The demobilization plan is prepared by the Plans Section pursuant to the direction of the Incident Commander and in accordance with established procedures, ensuring an organized and complete process.

Demobilization of resources no longer required for incident operations or management must be timely to effectively minimize incident costs. For this reason, demobilization planning must be done early in the incident so that the process is immediately available when needed.

Safety is a primary consideration in demobilization. Prescribed minimum rest periods must be met before demobilization and release from the incident.

DEMOBILIZATION PLAN

The incident demobilization plan is a written plan prepared early in the incident and made available to all resources so that there is a complete understanding of the process and the rules.

The following is a general outline model of a demobilization plan:

- **General Information**

All releases of resources from the incident will be initiated by the Demobilization Unit after the Incident Commander(s) agree to approve the release.

All section chiefs shall identify and advise the Incident Commander(s) of those resources excess to their needs for consideration of demobilization.

Surplus units and personnel are to hold at the incident base or other assigned location during the time it takes to process all releases in a safe and efficient manner. No resources (units or personnel) are to leave the incident until authorized to do so by the Demobilization Unit.

- **Demobilization Guidelines**

For safety and in keeping with the NWCG Work/Rest Guidelines, no person will be released prior to having a minimum of eight (8) hours rest after working a shift except:

- As specifically approved by the Incident Commander(s); and
- Able to return to home base in less than two (2) hours and prior to 2100 hours. Consideration may be given to the final shift assignment and actual hours engaged in active work in establishing the prerequisite rest period prior to demobilization.

APPENDIX E.6

Demobilization

Resources will be briefed prior to leaving the incident. Briefing will include method(s) of travel, destination, ETD Incident Base/ETA Home Base, and transportation arrangements.

- **Notice**

To prevent delays and overloads, Logistics and Finance will be notified by Plans 14 hours in advance when surplus resources are to be demobilized.

Notification to incident personnel will be made by posting of Tentative Releases 12 hours in advance.

Performance Evaluations are required.

Job Performance Task Books are to be completed.

- **Responsibilities**

- *Command and General Staff:* Determine resources surplus to needs and advise Demobilization Unit in writing.
- *Incident Commander(s):* Establish release priorities and review and approve all release lists.
- *Demobilization Unit/Plans Section*
 - Compile Tentative Release sheets.
 - Prepare demob checkout form for all resources.
 - Notify Ordering Unit of potential releases for resource tracking purposes.
 - Monitor demobilization process. Inform all involved units of any necessary adjustments to the process.
 - Coordinate with Ordering Unit to reconcile resource orders.
 - Collect file copy of Performance Evaluations.
- *Logistics Section*
 - Supply/Ground Support
 - Provide for any needed ground transportation during the release process.
 - Complete vehicle inspections.
 - Communications
 - Collect and account for all radios.
 - Facilities
 - Ensure that sleeping and work areas are clean before release of
 - Supply
 - Collect and account for non-expendable items.

APPENDIX E.6

Demobilization

- Ordering
 - Provide tentative release lists to EOC/Dispatch 18 hours before planned demob.
- *Finance Section*
 - Time
 - Ensures that time reports, commissary deductions, equipment reports, and adjudication of contract claims are complete.
 - Ensures that only resources with completed Demob Checkout Form are provided with time sheet receipt.
 - Collects *Demob Checkout Form* when release occurs. Form is retained for incident documentation.
 - Compensation
 - Ensures the injury/claim forms are complete and filed with time reports.
- **Release Priorities**
 - Release priorities are established by the Incident Commander(s).
 - Release priorities will vary, depending on incident jurisdictions. For a fire district/DNR joint jurisdiction incident, typical release priorities are:
 - Initial attack resources
 - National resources
 - Mobilized resources
 - DNR resources
- **Release Procedures**
 - *Section Chiefs*
 - Identify excess resources and submit a surplus resources list to Demob daily.
 - *Demob/Plans*
 - Compile list of Tentative Release resources with release dates, times, destinations and transport needs.
 - Provide Tentative Release schedule to Incident Commanders for approval.
 - Provide approved Tentative Releases to Logistics and Finance.
 - Post approved Tentative Releases.
 - Move resource cards to “tentative demob” columns (not available for assignment).

APPENDIX E.6

Demobilization

- Post Final Release information with procedure and time to begin demob process.
- Prepare Final Release forms.
- *Ordering Unit*
 - Fax Tentative Release schedule to EOC/Expanded Dispatch 18 hours prior to release date/time.
 - Call EOC/Expanded Dispatch the day of scheduled releases to validate release times and destinations.

- **Checkout Form**

The *Checkout Form* must be completed as a prerequisite to release from the incident. The *Checkout Form* is initiated by the Demobilization Unit, and the following signoffs are required:

- Plans (first)
- Facilities
- Supply / Ground Support: Turn in radios and equipment.
- Finance (last): Turn in completed Checkout Form.

APPENDIX F

- | | |
|--------------|---|
| 1. ICS 201: | Incident Briefing |
| 2. ICS 202: | Incident Objectives |
| 3. ICS 203: | Organization Assignment List |
| 4. ICS 204: | Division Assignment List |
| 5. ICS 205: | Radio Communications Plan |
| 6. ICS 206: | Medical Plan |
| 7. ICS 207: | Incident Organization Chart |
| 8. ICS 209: | Incident Status Summary |
| 9. ICS 211: | Check-In List |
| 10. ICS 212: | Incident Demobilization Vehicle Safety Inspection |
| 11. ICS 214: | Unit Log |
| 12. ICS 215: | Operational Planning Worksheet |
| 13. ICS 221: | Demobilization Checkout |

APPENDIX G

1. Claim Forms

- a. Personnel Time Report (MOBE 1)
- b. Crew Time Report
- c. Personal Expense Claim (MOBE 3)
- d. Personal Injury Notice (MOBE 4)
- e. Equipment Report (Time) (MOBE 6)
- f. Emergency Equipment Shift Ticket
- g. Crew Change Control Form (MOBE 8)
- h. Lost/Damaged Equipment Notice (MOBE 9)
- i. Contract (MOBE 10)
- j. Vendor Invoice (MOBE 11)
- k. Fire Agency Expense Invoice (MOBE 15)
- l. Regular Paid (Career) Personnel Expense Invoice (MOBE 16)
- m. Replacement Personnel Expense Invoice (MOBE 17)
- n. Supplement (MOBE 18)

2. Interagency Rates

3. Compensation of Full-Time FLSA-Exempt Personnel for Mobilization Assignments

APPENDIX G.2

Interagency Rates

Use the current rate schedule. This schedule was current at the time of printing.

The Finance Section Chief for the Fire Mobilization Incident Management Team shall have the authority to negotiate payment rates for specialized equipment, including that with nominally listed (published) rates, provided that such negotiated rates, with reasons and facts in support, are documented and a copy attached to the claim(s).

MILEAGE

Mileage rate is paid for units not eligible for hourly rate compensation. Mileage rates are paid only for mobilized vehicles (i.e., vehicles mobilized for and used on incident assignment).

PERSONAL VEHICLES

The mileage rate for vehicles used for personal transportation to the incident is the standard applicable state rate for personal vehicle use. Mileage to and from the incident for a personal vehicle will be paid only once for the incident.

RATES

All rates are "wet rates." All fuel, oil, insurance, repairs, and other costs are the responsibility of the owner.

UNLISTED RATES

Refer to the *Washington - Oregon Interagency Rate Schedule* ("pink pages") for the rates on other equipment not listed above (e.g., dozers).

Rates for specialized equipment not listed wither above or in the Washington - Oregon Interagency Rate Schedule shall be negotiated by the Finance Section Chief.

The Finance Section Chief for the Fire Mobilization Incident Management Team shall have the authority to negotiate payment rates for specialized resources, including that with nominally listed (published) rates, provided that such negotiated rates, with reasons and facts in support, are documented and a copy attached to the claim(s).

RESPONSE FOR INCIDENTS LESS THAN FIVE (5) HOURS

First Hour: 150% of hourly rate.

Hours After First Hour: Hourly rate.

ASSIGNED STANDBY/STAGING

Maximum Time: Five (5) hours at hourly rate.

Personnel assigned to unit are paid for all hours of assigned time.

UNASSIGNED TIME

Maximum Time: Five (5) hours at hourly rate in 24-hour period.

Personnel assigned to unit are not paid for unassigned time.

APPENDIX G.3

Compensation of Full-Time FLSA-Exempt Personnel for Mobilization Assignments

PURPOSE

There have been recurring questions regarding the means for compensating full-time FLSA-exempt personnel for state fire mobilization assignments. The underlying question is:

Can exempt personnel be granted extra compensation without compromising their exempt status?

This guide answers that question and provides policy and procedure examples.

FAIR LABOR STANDARDS ACT

The federal Fair Labor Standards Act establishes the standards and requirements for employee compensation. Employees who meet minimum prescribed standards of responsibility and are paid a salary (as opposed to an hourly wage rate) are classed as "exempt" from FLSA compensation rules. The FLSA "test" for determining exempt status is beyond the scope of this guide.

The primary thrust of the FLSA regulations for exempt status addresses the loss of that status when an employee is subject to *deductions* from pay, not *additions* to pay.

The regulation specifically allows for additional compensation, and consistent letter rulings state that such additional compensation may be made on any basis.

Many public employers who otherwise pay exempt employees on a salary basis also have some form of overtime compensation which may be in the form of additional pay (e.g., often at a straight time rate) or compensatory time.

REGULATIONS

The regulations include a specific allowance for additional compensation besides the salary:

Minimum guarantee plus extras. It should be noted that the salary may consist of a predetermined amount constituting all or part of the employee's compensation. In other words, additional compensation besides the salary is not inconsistent with the salary basis of payment. [29 CFR Section 541.118(b)]

Another regulation which is notable applies to overtime payments:

Section 7(p)(2) of the FLSA provides that where state or local government employees, solely at their option, work occasionally or sporadically on a part-time basis for the same public agency in a different capacity from their regular employment, the hours worked in the different jobs shall not be combined for the purpose of determining overtime liability. [29 CFR Section 553.30(a)]

The important aspect of this regulation is the reference to "occasional or sporadic," which is further defined in the succeeding subsection:

The term occasional or sporadic means infrequent, irregular, or occurring in scattered instances. There may be an occasional need for additional resources in the delivery of certain types of public services which is at time best met by the part-time employment of an individual who is already a public employee. [29 CFR 553.30(b)(1)]

APPENDIX G.3

Compensation of Full-Time FLSA-Exempt Personnel for Mobilization Assignments

ADMINISTRATIVE LETTER RULINGS: DEPARTMENT OF LABOR, WAGE AND HOUR DIVISION

Two (2) letter rulings dated April 6, 1995, from Daniel F. Sweeney, Deputy Assistant Administrator, address the point in question.

- Opinion concerning whether a salaried exempt employee can be paid additional compensation for services rendered in excess of 40 hours in a workweek.
- Does the payment of additional compensation to employees who meet both the duties test and salary basis for exemption under Part 541 defeat an otherwise valid exemption?

Response:

Additional compensation besides the required minimum weekly salary guarantee may be paid to exempt employees for hours worked beyond their standard workweek without affecting the salary basis of pay. Thus, extra compensation may be paid for overtime to an exempt employee on any basis. The overtime payment need not be at time and one-half, but may be straight time, or at one-half time, or flat sum, or on any other basis.

DEPARTMENT OF LABOR FIELD OPERATIONS HANDBOOK

This reference clearly allows the use of either overtime or compensatory time for exempt employees:

Extra Compensation Paid for Overtime

Extra compensation may be paid for overtime to an exempt employee on any basis. The overtime payment need not be at time and one-half, but may be straight time, or flat sum, or on any other basis. (Section 22b01.)

This appears to be based on the 1995 administrative letter rulings cited above.

COURT RULINGS

Court rulings on the question of additional compensation effecting exempt status are split. The 4th Circuit has explicitly found that employees exempt under the act (FLSA) may be paid overtime (on whatever basis) for hours worked beyond their regular schedule. No federal court has unequivocally condemned such practices. One Federal District court has expressly approved straight-time overtime, but another has suggested that hourly overtime would invalidate the exemption. None of these court rulings have addressed the administrative letter rulings by the Department of Labor or the potential good faith reliance defense thereon.

Review of the relevant case law indicates that regular and consistent payment of overtime or compensatory time, in conjunction with normal and regular duties and assignments, may defeat salaried status. If the extra hours are usual and/or regularly anticipated, additional compensation for such extra hours is not considered generally consistent with salaried status. These characteristics contrast sharply with the reference in the regulations to "occasional or sporadic" instances of special part-time or temporary public employment, which are exceptions from even normal (i.e., non-exempt) overtime payment if the work is undertaken at the sole option of the employee. The point is noted because state fire resource mobilizations are clearly "occasional and sporadic" as defined by the Department of Labor.

APPENDIX G.3

Compensation of Full-Time FLSA-Exempt Personnel for Mobilization Assignments

DECISION SUMMARY

Department of Labor regulation specifically permits additional compensation besides salary for exempt employees.

Fire resource mobilization is an infrequent event, only implemented in the event of a major emergency situation requiring resources beyond those available locally or by virtue of mutual aid. Court questions on the effect of additional compensation payments to exempt status center on regular and consistent local practices.

Extra compensation for exempt status personnel, granted for response to major emergency incidents which are infrequent and unusual, is allowable, and such extra compensation will not defeat salaried status.

IMPLEMENTATION PROCEDURE

Local fire protection authorities which have concluded that extra compensation is allowable for their exempt personnel responding to state fire resource mobilizations have generally enacted a policy prescribing the principles for granting such extra compensation, and, in some instances, incorporated provisions for it within their staff salary and benefit program. Such policies and procedures are encouraged because they can incorporate the legal foundations for them and prescribe the principles for allowing such payments.

Examples of policies and procedures are included.

APPENDIX G.3

Compensation of Full-Time FLSA-Exempt Personnel for Mobilization Assignments

R E S O L U T I O N

Compensation for Special Non-District Emergency Assignments

WHEREAS, the fire services within the State of Washington are the primary emergency response to all kinds of emergency and disaster situations, and

WHEREAS, provisions have been or may be made at the local, regional and state levels for fire services response commensurate with the demands of the situation, and

WHEREAS, fire resources from non-host jurisdictions may be called through mutual aid and other agreements, and may be further supplemented by additional fire resources mobilized by the State of Washington pursuant to the State Fire Services Mobilization Act, Chapter 38.54 RCW, and

WHEREAS, the personnel and equipment of _____ County Fire Protection District __ may be called to respond to emergency or disaster situations outside of the District by special agreement or by mobilization request by the State of Washington, including personnel exempt from state and federal overtime compensation laws,

THEREFORE BE IT RESOLVED by the Board of Commissioners of _____ County Fire Protection District __ as follows:

1. The response of exempt personnel of the District to major emergency incidents outside of the jurisdictional boundaries of the District is recognized and deemed to be in the best interest of the District, the region and the state.

2. Compensation should be paid to exempt personnel who respond to major emergency incident situations commensurate with the time, duties and responsibilities of the work undertaken in such circumstances.

3. The Board of Commissioners of the District may authorize and grant, in its sole discretion, a special duty bonus to any exempt employee of the District as compensation for special emergency assignments not performed on behalf of the District.

4. The form and amount of special duty bonus shall be at the sole discretion of the Board, and it is not and shall not be construed to be additional compensation for work performed for or on behalf of the District for the purposes of pension determinations.

5. Reimbursement of any special duty bonus granted in accordance with this Resolution shall be sought from or through the State of Washington when there are provisions for such reimbursement by either agreement or law.

6. This Resolution and all provisions hereof shall and are hereby declared to be effective _____.

RESOLUTION adopted in regular meeting this ____ day of _____.

APPENDIX G.3

Compensation of Full-Time FLSA-Exempt Personnel for Mobilization Assignments

FIRE DISTRICT POLICY

COMPENSATION FOR SPECIAL NON-DISTRICT EMERGENCY ASSIGNMENTS

The response of exempt personnel of the District to major emergency incidents outside of the jurisdictional boundaries of the District is recognized and deemed to be in the best interest of the District, the region and the state.

Full-time employees of the District responding to and participating in emergency fire resource mobilization shall remain employees of the District, and shall be compensated as prescribed by the current Salary and Benefit Program for Full Time Staff Personnel or the current agreement between the District and IAFF Local ____ as applicable.

Reimbursement of special assignment compensation expense shall be sought from or through the State of Washington when there are provisions for such reimbursement by either agreement or law.

FIRE DISTRICT STAFF SALARY AND BENEFIT PROGRAM

Special Compensation for Emergency Fire Mobilization Service

The Board of Commissioners of the District has declared that participation in emergency fire mobilization pursuant to the Washington State Fire Resource Mobilization Plan is in the best interest of the District.

Exempt District personnel responding to and participating in emergency fire mobilization shall remain employees of the District at all times. They may be granted special extra hourly compensation for all extra hours as follows:

Fire Chief	\$_____
Assistant Chief	\$_____
Deputy Chief	\$_____
Division Chief	\$_____

This special compensation provision is made in recognition of the special requirements and duties of their emergency fire mobilization assignments, and is subject to the review and approval of the Board of Commissioners.

Non-exempt District personnel responding to and participating in emergency fire mobilization shall remain employees of the District at all times, and shall be paid their usual regular or overtime rates for all hours pursuant to normal and usual compensation procedures.

APPENDIX G.3
**Compensation of Full-Time FLSA-Exempt
Personnel for Mobilization Assignments**
